



## Yuma County Sheriff's Office

<b>SUBJECT: General Rules of Conduct</b>	<b>POLICY NO: 101.1-101.5</b>
<b>DISTRIBUTION: Administration, Patrol and Detention</b>	<b>NO. PAGES: 11</b>
<b>EFFECTIVE DATE: June 9, 2022</b> <b>REVISION DATE: May 10, 2027</b>	
<b>SPECIAL INSTRUCTIONS: None</b>	

### 101.1 PURPOSE:

The purpose of this policy is to define and describe acceptable and unacceptable conduct of **all** employees of the Yuma County Sheriff's Office ("Office") so the employees know and understand that their conduct is critical to their job responsibilities and to the public safety. The primary job responsibility of sworn peace officers is to preserve the peace, prevent crime, detect and arrest those who violate the laws, protect life and property and enforce all laws of the State of Arizona. The primary job responsibility of all other employees is to aid and preserve the public safety according to their individual and collective job responsibilities in the Office.

### 101.2 POLICY:

This Office requires all employees to conduct themselves in a mature and responsible manner, consistent with the Office's purpose and Yuma County Personnel Policy. The Office will address all violations of Office and County policy and impose discipline and sanctions, if appropriate.

Employees shall comply with all rules, regulations, policies, procedures, instructions and lawful orders of the Office. Violation of any rule, regulation, policy, procedure, instruction or lawful order may be construed as a violation of Office policy.

### 101.3 DEFINITIONS:

- A. **General Rules of Conduct:** Minimum standards of conduct expected of all employees who enable the Office to accomplish its purpose as defined above.
- B. **Offense:** A violation of an Office rule of conduct for which a penalty may be imposed. An offense shall be designated as a "Class 1", "Class 2", "Class 3" or Class "4" based upon the severity of the offense and the penalty that attaches to the particular offense, the most severe being designated as a Class 1 offense.
- C. **Violation:** A rule infraction.

Approved by:   
Leon N. Wilmot, Sheriff

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**101.4 GENERAL RULES:**

1. **Unbecoming Conduct:** Employees shall conduct themselves at all times, both on and off duty, in a manner that reflects favorably on the Office. Conduct unbecoming an employee includes that conduct which brings the Office into disrespect or reflects discredit on the employee as a member of the Office, or that which impairs the operation, efficiency or effectiveness of the Office or employee. **(Class 1 Offense)**
2. **Departure from the Truth:** Employees shall always be truthful in connection with their official duties. **(Class 1 Offense)**
3. **Insubordination:** Employee conduct constitutes insubordination, and is a violation of Office policy when an employee: **(Class 1 Offense)**
  - a. Fails or deliberately refuses to obey a lawful order or instruction;
  - b. Engages in conduct which impairs the operation of the Office by interfering with its efficiency, effectiveness and/or the ability of a supervisor or other ranking official to maintain discipline; or
  - c. Engages in speech or conduct with a supervisor, which speech or conduct is abusive, discourteous, disloyal, disobedient, profane or threatening.
4. **Impartial Service:** Employees shall display impartial attitudes toward all people, regardless of a person's sex, race, religion, national origin, creed or lifestyle. Employees shall render impartial service to anyone who may be in danger or in distress, or who may otherwise require the assistance of an Office employee. **(Class 1 Offense)**
5. **Duty to Protect People in Custody:** Employees shall not allow anyone in their custody to be physically or mentally abused. **(Class 1 Offense)**
6. **Use of Reasonable Force:** Officers shall use reasonable force in their interactions with the public or those in custody to gain compliance or to affect an arrest. **(Class 1 Offense)**
7. **Arrest, Search and Seizure:** Officers shall not make any arrest, search or seizure which they know or should know is not lawful. **(Class 1 Offense)**
8. **Labor Activities:** Employees shall not engage in any labor strike. "Strike" includes an intentional failure to report for duty, absence from work during unauthorized holidays, work "stoppages" and/or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, which activities are intended to influence or coerce a change in work conditions, compensation, employee rights, privileges or obligations of employment. **(Class 1 Offense)**
9. **Accepting Public Monies:** Employees shall not receive monies stipulated for fines or bonds **except** pursuant to current policy and procedure. **(Class 1 Offense)**

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10. **Soliciting or Accepting Gift, Gratuities or Privileges:** Employees shall not utilize their position to solicit or accept any gratuity, privilege, loan or fee. If an employee accepts a gift, the employee shall notify their Division Commander about the gift as soon as possible. The Division Commander shall decide if the employee can keep the gift. **(Class 1 Offense)**
11. **Providing Assistance Outside the County:** Officers shall not take Office vehicles outside of Yuma County, nor shall they take Office equipment out of Yuma County, **except** during fresh pursuit or in the conduct of their official duties or when directed to do so by the Sheriff or their designee. **(Class 1 Offense)**
12. **Lack of Jurisdiction:** Officers shall only take police action pursuant to the laws of the jurisdiction in which they serve. **(Class 3 Offense)**
13. **Communication of Information that May Aid an Escape:** Employees shall not communicate any information that may aid a person to escape, including any information relating to proposed prisoner transports. **(Class 1 Offense)**
14. **Communication of Information that May Delay an Arrest:** Employees shall not communicate any information that may jeopardize an arrest, police action or prosecution. **(Class 2 Offense)**
15. **Firearms – Display and Discharge:** Employees shall not display firearms unnecessarily or draw them in any public place **except** in the performance of his/her official duties. Employees are required to report any discharge of firearms **except** routine target practice. **(Class 1 Offense)**
16. **Weapons – Approved Firearms/Ammunition:** Authorized employees shall only carry firearms and ammunition authorized by Office policy or by the Sheriff or their designee. **(Class 2 Offense)**
17. **Firearms – Care and Maintenance:** Authorized employees' firearms shall be clean and serviceable at all times. **(Class 3 Offense)**
18. **Firearms – Office Shoots:** All Office employees authorized to carry weapons by the Sheriff or their designee, are required to participate in Office qualifying shoots. All authorized employees shall maintain minimum proficiency as determined by the Sheriff or their designee. **(Class 3 Offense)**
19. **Off Duty Weapons:** Officers may carry their weapons off duty at their discretion, unless otherwise directed by the Sheriff or their designee. Nothing contained herein prevents officers or other employees from carrying weapons, including concealed weapons, provided, however, that the employee conforms to Office policy and applicable law. **(Class 4 Offense)**
20. **Competence to Perform Duties:** Employees shall maintain competence in their professional skills and knowledge in order to properly perform their duties and assume the responsibilities of their position. **(Class 2 Offense)**

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- 21. Satisfactory Performance:** Employees shall perform their duties in a satisfactory manner. Unsatisfactory performance includes, but is not limited to, the following: **(Class 2 Offense)**
- a. An employee's lack of knowledge of the laws and/or policies to be enforced;
  - b. An unwillingness or inability to perform assigned tasks;
  - c. Failure to conform to standards of performance established for the employee's position, grade or rank;
  - d. Failure to take appropriate action during the commission of a crime, disorder, or other condition which requires action;
  - e. Absence without leave;
  - f. Consistently poor performance evaluations, and
  - g. Written reprimands for infractions of rules, regulations, directions, instructions or Office orders.
- 22. Sleeping on Duty:** Employees shall not sleep while on duty. If an employee is not able to remain awake and alert, they will advise their supervisor who shall determine the appropriate course of action. **(Class 2 Offense)**
- 23. Aiding and Protecting Other Officers:** Employees are required to take appropriate police action to aid or protect officers who are exposed to danger, or who are in a potentially dangerous situation. Employees shall not willfully or through cowardice or negligence or insubordination, fail to perform the duties of their assignment or rank. **(Class 2 Offense)**
- 24. Public Criticism:** Employees shall not publicly criticize or ridicule the Office, its policies, or other members, either verbally or in writing, where such expression is libelous or slanderous or made maliciously and/or with reckless disregard for the truth or falsity or where such expressions, verbal or written, impair the effectiveness or operation of the Office and or/interfere with the ability of supervisors to maintain discipline. **(Class 2 Offense)**
- 25. Unofficial Use of Badge or Credential:** Employees are prohibited from using their badge, credentials or official position in any unofficial capacity. **(Class 2 Offense)**
- 26. Prohibition Regarding Use of Alcohol, Tobacco and Illegal Substances:** Employees shall not consume alcoholic beverages on duty or within eight (8) hours prior to assigned duty or bring or keep intoxicants on Office premises **except** as evidence in a criminal investigation. Employees shall not use or possess any **illegal**, controlled or behavior altering substance **except** according to a prescription and under the supervision of an accredited physician or dentist or **except** as evidence in a criminal investigation.

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Employees shall advise their supervisors if they are taking any of the above-described substances. Employees shall not use tobacco in any form on Office premises, except in designated areas and when necessary in the performance of their duties, or except as evidence in a criminal investigation. **(Class 2 Offense)**

27. **Rough and/or Careless Handling of County or Office Equipment**: Employees shall not misuse County or Office equipment by rough use, abuse, carelessness or neglect. **(Class 2 Offense)**
28. **Restrictions on the Use of Equipment and Property**: Employees are prohibited from using Office property to conduct personal or private business without the approval of their supervisor. **(Class 4 Offense)**
29. **Equipment Care and Maintenance**: Employees are responsible for the proper care of Office property. Employees shall promptly report any damage, loss or unserviceable property to their supervisor. **(Class 4 Offense)**
30. **Appropriation of Property**: Employees shall not appropriate any found property, evidence, inmate property or Office property for their own or another's personal use or possession. **(Class 2 Offense)**
31. **Personal Services**: Employees shall not request the use of facilities or materials, or request the use of Office personnel for personal reasons. **(Class 2 Offense)**
32. **Intimidating Others**: Employees shall not abuse their official position while under the color of authority. **(Class 2 Offense)**
33. **Citizen Complaints**: Employees shall professionally and promptly record, in writing, any complaints made by anyone against any officer or other employee of the Office. Employees shall follow Office policy for processing complaints. **(Class 2 Offense)**
34. **Courtesy**: Employees shall be courteous to the public. Employees shall be tactful in the performance of their duties, shall control their tempers and shall exercise discretion with the public. Employees shall not express any prejudice about anyone's race, religion, politics, national origin, lifestyle or personal characteristics. **(Class 2 Offense)**
35. **Obeying Laws**: Employees shall obey all laws of the United States and local jurisdictions in which the employees are present. If an employee engages in conduct, on or off duty, which violates the law but does not result in criminal charges, he/she shall notify his/her immediate supervisor as soon as practical. The employee's supervisor shall initiate an administrative review to determine if such conduct constituted a violation of this policy. If an employee is convicted of violating any law, other than a petty offense, that conviction is an automatic violation of this policy. **(Class 2 Offense)**
36. **Unlawful Orders**: Employees shall not knowingly issue orders to other employees that are in violation of any law or Office rule, policy or procedure. **(Class 2 Offense)**

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37. **Disobeying Unlawful Orders:** Employees shall not obey any order which they know or should know requires them to commit an unlawful act. If an employee is unsure about the legality of an order, the employee shall request clarification from the person issuing the order or confer with an employee of greater authority or rank than the employee issuing the order. **(Class 2 Offense)**
38. **Interfering With Cases or Agencies:** Officers and other employees shall not improperly interfere with any case assigned to another officer, nor shall any employee improperly interfere with the operation of any other division, bureau, section or unit of the Office or other government agency. **(Class 2 Offense)**
39. **Compromising Criminal Cases:** Officers shall not make promises or arrangements between a suspect and their victim, which arrangements are intended to allow the offender to escape the legal penalty for their offense, or to interfere with the courts and judicial process. Officers shall not promise any modification of court action or judicial disposition of the matter. **(Class 2 Offense)**
40. **Information Concerning Cases Under Investigation:** Employees shall not communicate any information relating to proposed arrests or cases to be investigated, **except** to authorized persons **(Class 2 Offense)**
41. **Destruction of Reports and Records:** Employees shall not destroy or permanently remove from its files, any Office report or record, except by order of the Sheriff or their designee or pursuant to Arizona retention guidelines. **(Class 2 Offense)**
42. **Filing Required Reports:** Employees shall make and file all required reports and records as prescribed by Office policy. Employees are responsible for ensuring that all evidence and/or found property that is seized is completely described in the report, e.g., serial number, model number and special identifying characteristics. Employees are responsible for recording the final disposition of items identified in their report, i.e., "seized as evidence", "returned to owner", "not seized". Supervisors are responsible for ensuring that the above information is contained in reports. **(Class 2 Offense)**
43. **Altering Information on Official Documents:** Employees shall not change, alter or distort information on citations, reports or other official documents prepared by them or other members of the Office. Employees shall not make or cause to be made, any inaccurate, false or improper entries on any citations, official documents or reports. **(Class 2 Offense)**
44. **Security of Police Information:** Employees shall not disclose any police information, including that information contained in police records, to any person or agency except pursuant to law. **(Class 2 Offense)**
45. **Testimonials and Publicity:** Employees shall not permit their official position, name or photograph to be used for commercial advertising purposes without the approval of the Sheriff or their designee. Employees shall not seek personal publicity either directly or indirectly in the course of their employment. **(Class 2 Offense)**

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46. **Publication of Articles:** Employees shall obtain permission from the Sheriff or their designee to publish articles and letters as official representatives of the Office. **(Class 2 Offense)**
47. **Aiding or Abetting the Violation of Rules:** Employees shall not aid, abet or conspire to violate Office or Yuma County rules, regulations, policies, procedures, instructions or lawful orders. **(Class 3 Offense)**
48. **Traffic Enforcement Out of Uniform:** Officers who are not on duty and who are not in a police vehicle shall **not** contact violators **except** when the violation is flagrant or dangerous and the officer is required to arrest the violator. Officers shall immediately notify the appropriate jurisdiction of the arrest. **(Class 3 Offense)**
49. **Use of Polygraph and Other Examinations:** Polygraph examinations, medical examinations, psychological examinations, photographs and line-ups may be required by Office policy or when requested by the Sheriff or their designee. **(Class 3 Offense)**
50. **Unauthorized Use of Office Letterhead:** Employees shall not use Office letterhead except for authorized correspondence. **(Class 3 Offense)**
51. **Off Duty and in Uniform:** Employees who are not on duty but who are in uniform shall conduct themselves as if they were on duty. **(Class 3 Offense)**
52. **Reporting for Duty:** Employees shall report for duty at the time and place required by their assignment or orders. They shall be dressed in an appropriate uniform, with all equipment in working order, or civilian attire and shall be aware of information required for the proper performance of their duty so that they may immediately assume such duty. Judicial subpoenas constitute an order to report for duty pursuant to this section. **(Class 3 Offense)**
53. **Manner of Dress on Duty:** Employees on duty shall wear uniforms or other clothing in accordance with Office policy. Uniforms shall be neat, clean and well-pressed at all times. **(Class 4 Offense)**
54. **Regulation Uniform and Badge:** Uniformed officers shall wear the regulation uniform and badge while on duty. They shall not wear any item while on duty that does not conform to current Office regulations. **(Class 4 Offense)**
55. **Leaving Duty Post:** Employees shall not leave their assigned duty posts while on duty **except** when authorized by their supervisor or other appropriate authority. **(Class 3 Offense)**
56. **Neglect of Duty:** Employees shall not read, play games, watch television or videos or otherwise engage in entertainment while on duty, **except** as may be required in the performance of their duties. Employees shall not engage in any activities or personal business which would cause them to neglect or be inattentive in the performance of their duties. **(Class 3 Offense)**

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57. **Amusement Places and Restrictions:** Employees on duty shall not enter any place of amusement, tavern, bar or liquor store **except** when it is necessary for the performance of their duties. Employees are **not** prohibited from eating in restaurants that serve alcohol. **(Class 3 Offense)**
58. **Soliciting Business:** Employees or their agents shall not utilize their official position to solicit, sell or purchase merchandise or services **except** as authorized by the Sheriff or their designee. **(Class 3 Offense)**
59. **Personal Family Disputes:** Officers shall not exercise police authority in personal disputes or disputes involving their families or disputes between and among neighbors, **except** under circumstances that justify the officer's use of self-defense, prevention of injury to another, or if a serious crime has been committed. **(Class 3 Offense)**
60. **Contacting a Supervisor:** If employees are involved in an on duty incident that requires supervisory action, the investigating officer shall immediately notify the supervisor. The supervisor will respond to the scene and advise the investigating officer of the appropriate action to take. If an employee is involved in an off-duty incident, the employee will notify a supervisor as soon as practical. **(Class 4 Offense)**
61. **Removing Office Equipment:** Employees shall not remove any furniture, files, fixtures, furnishing or equipment without the knowledge and consent of a supervisor. Employees shall secure the permission of their supervisor **before** moving office equipment from one office to another. **(Class 4 Offense)**
62. **Employment Outside the Office:** Employees shall only engage in off duty employment in accordance with Office and County policy. **(Class 4 Offense)**
63. **Phone and Address:** Employees shall advise their supervisor and Office Human Resources of their current address and phone number. Employees **must** notify their supervisors and Human Resources of any changes in their phone number or address within twenty-four (24) hours of such change. **(Class 4 Offense)**
64. **National Anthem and United States Flag:** Employees shall render proper civilian honors to the United States flag and during the national anthem. **(Class 4 Offense)**
65. **Physical Fitness for Duty:** Employees shall maintain themselves in good physical condition in order to fulfill their job responsibilities. **(Class 4 Offense)**
66. **Meals:** Deputies shall be permitted to suspend patrol or other assigned activity for the purpose of having meals, for such time as permitted by law, subject to immediate recall to duty. **(Class 4 Offense)**
67. **Financial Disclosure:** The Sheriff or their designee may instruct employees to submit financial disclosure statements pursuant to Office policy in connection with a complaint in which such information is relevant to the complaint or investigation of said complaint. **(Class 4 Offense)**

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- 68. Identification of Plainclothes Officers:** Uniformed officers and other employees shall **not** publicly identify another officer in plainclothes or an officer who is undercover unless first addressed by such plainclothes or undercover officer. Employees working in plainclothes shall promptly identify themselves, as necessary, i.e., at crime scenes or traffic accidents. When appropriate for a non-uniformed officer to display his/her badge, the badge shall be conspicuously displayed and the officer shall announce his/her name and organization when identifying himself/herself. **(Class 4 Offense)**
- 69. Posting Bail:** Employees who post bail for anyone, including a member of their immediate family, shall notify their Division Commander of such action as soon as practical and disclose the identity of the party for who bail was furnished. **(Class 4 Offense)**
- 70. Endorsements and Referrals:** Employees on duty shall not recommend or suggest to anyone, the employment or procurement of a particular product, professional service or commercial service, e.g., attorney, ambulance, towing, bondsman. **(Class 4 Offense)**
- 71. Political Parties:** Employees are prohibited from using their uniform, title, rank or position to influence or assist the election of a political candidate. **(Class 3 Offense)**
- 72. Political Service:** No employee shall require political service of any other employee. **(Class 4 Offense)**
- 73. Distribution of Political Material:** Employees may distribute political literature and/or insignias or participate in any political campaign, provided, however, that such activity is conducted off duty and the employee is not in uniform. **(Class 4 Offense)**
- 74. Political Activity in Local, State and National Elections:** Employees may participate in local, state or national campaigns, provided, however, that such participation does not interfere with the employee's normal duty hours and that the employee does not conduct such activities in uniform. An employee is entitled to vote while on duty. **(Class 4 Offense)**
- 75. Exchange of Police Credentials:** Employees' badges and/or identifications cards shall not be altered, exchanged or transferred except by order of the Sheriff or their designee. Employees shall not use another employee's badge or official police credentials without permission of the Sheriff or their designee, nor shall they permit anyone not appointed to the Office to use the official badge or credentials. **(Class 4 Offense)**
- 76. Compensation for Damages Sustained While On Duty:** Employees shall not seek or accept from any person, group or company, any money or other compensation for injury and/or damages sustained, or expenses incurred in the line of duty, **except** as authorized by law, provided, however, that the employee shall notify their Division Commander, in writing, of such offer of money and/or compensation. **(Class 4 Offense)**

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77. **Operation of Office Vehicles:** Office employees shall operate official vehicles in a careful, prudent and lawful manner. Office employees shall obey all laws and Office policy, procedures and instructions pertaining to such vehicle operation. Office employees shall **immediately** report any loss, revocation or suspension of driving privileges to their supervisor. **(Class 4 Offense)**
78. **Responding to Emergencies:** Officers shall sound their sirens and display red warning lights on police vehicles in accordance with the law and current Office policy when responding to emergencies. **(Class 4 Offense)**
79. **Leaving Vehicles Unattended:** When leaving a police or other office vehicle unattended, absent exigent circumstances, the officer or employee shall remove the keys from the ignition and secure the vehicle. **(Class 4 Offense)**
80. **High Speed Pursuits:** Officers shall not engage in high speed pursuits **except** as outlined in Office policy or as authorized by the Sheriff or their designee. **(Class 4 Offense)**
81. **Persons Authorized to Operate Police Vehicles:** Officers will not allow non-commissioned people to operate any Office police vehicle without permission from a supervisor. **(Class 4 Offense)**
82. **Unauthorized Personnel in Office Vehicles:** No one except Office employees may ride in police vehicles, other than on official business, without a supervisor's permission. **(Class 4 Offense)**
83. **Unauthorized Equipment in Vehicles:** No equipment or material is allowed in Office vehicles **except** that authorized by the Sheriff or their designee, or pursuant to Office policy. **(Class 4 Offense)**
84. **Application and Service of Warrants:** Officers shall not apply for a criminal warrant if it is alleged that the offense was committed against that officer. **(Class 3 Offense)**
85. **Civil Actions or Disputes:** Employees shall not use their police authority in civil actions or disputes involving third persons, nor shall they adjudicate any civil dispute or render any legal advice in civil matters. Officers shall not serve civil process, except those initiated by courts of Yuma County or civil process authorized for service by the Office Civil Division. **(Class 4 Offense)**
86. **No Stand By Duty:** Officers are prohibited from performing "stand by" duty in civil matters **except** in emergencies, under exigent circumstances or pursuant to a court order. **(Class 4 Offense)**
87. **Testimony in Civil Cases:** Employees shall not testify in civil cases that resulted from the performance of an employee's official duties unless legally summoned or subpoenaed. **(Class 4 Offense)**
88. **Instituting Civil Actions:** Employees shall not institute civil actions arising out of their official duties without first notifying their supervisor. **(Class 4 Offense)**

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- 89. Intimidation in Civil Actions:** Employees shall not use their position with the Office as a means of forcing or intimidating people with whom they are engaged in a civil controversy to settle the dispute in favor of the employee. **(Class 2 Offense)**
- 90. Civil Suits Against Employees:** Employees who have a civil suit requesting monetary damages filed against them by reason of an act performed by the employee in the line of duty, shall inform their Division Commander as soon as possible. **(Class 4 Offense)**
- 91. Civil Depositions and Affidavits:** Employees shall confer with their supervisor before giving a deposition or signing an affidavit in a civil case. If the case is relevant to the County, or if the Office and/or County is a party in the suit, the employee's Division Commander shall be informed **before** the deposition is given or before the affidavit is signed. **(Class 4 Offense)**
- 92. Testifying for Defendant:** Employees who are subpoenaed to testify for the defense in any hearing or trial or against Yuma County or against the interests of the Office shall immediately notify their Division Commander and the Yuma County Attorney's Office. **(Class 4 Offense)**
- 93. Witness Fees and Expense Reimbursement:** Employees, either on or off duty, shall submit any witness fees or expense reimbursements to their Division Commander for review and allocation. **(Class 4 Offense)**

**101.5 AMENDMENT:**

This policy is subject to amendment, revision and/or recession as required.

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