

Washtenaw County Sheriff's Office

Rule and Regulation

Professional Conduct

Reference Number: 1.11 RR



Jerry L. Clayton, Sheriff

Subject:	Professional Conduct
Chapter:	Professional Standards
Status:	Reviewed-No Change
Compliance:	Class 1
Supersedes:	All Previous Directives or Specific Directives>
Standards Reference:	N/A
Prepared by:	Mark A. Ptaszek, Undersheriff
Reviewed by:	-
Issued by:	Mark Ptaszek, Undersheriff
Issuing Authority:	Jerry L. Clayton, Sheriff
Date of Issue:	01/01/09
Public Facing:	Yes

I. PURPOSE

To establish the standards and guidelines for the conduct of all Sheriff's Office employees to ensure that they conduct themselves in such a way which does not negatively impact their ability to perform their duties in a professional manner.

II. SCOPE

This policy applies to all full-time, part-time, paid or volunteer employees of the Washtenaw County Sheriff's Office.

III. POLICY

- A. Compliance with Agency Directives
 - 1. Employees will comply with all directives issued by the Sheriff's Office, including policies and procedures, special operating orders, memorandums or other written or verbal directives.
- B. Violation of Agency Directives
 - 1. No employee of the Washtenaw County Sheriff Office shall commit any act or omission, which constitutes a violation of any provision of an authorized Office directive. Any such violation shall be subject to discipline for a Class 2 offense, unless otherwise stated in the terms of a particular provision in a manual.

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IV. STANDARDS OF PROFESSIONAL CONDUCT

A. Unbecoming Conduct

1. Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the office. No employee shall engage in conduct that may bring the office into disrepute or reflects discredit upon the employee as a member of the office, or that would disrupt the operation or efficiency of the office or the employee.
2. Employees shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession. Employees shall not participate in any incident involving moral turpitude, which impairs their ability to perform as a Sheriff Office employee.
3. A violation of this professional conduct standard is a Class 1 offense.
4. Employees should always be aware of the high standard to which public employees are held. Insofar as it is fashionable to attack the integrity of those in public service, the need to avoid even the appearance of impropriety is maximized.
5. In addition to these professional standards being illustrative of "the highest standards of the law enforcement profession," meaning to this phrase may be found in the following Law Enforcement Code of Ethics:
 - a) "AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality, and justice.
 - b) I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my office. Whatever I see or hear of a confidential nature or that is

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confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

- c) I WILL never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.
- d) I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession."

B. Conformance to Law

- 1. Employees shall obey all laws of the United States and of any state and local jurisdiction in which the employees are present.
- 2. A conviction of the violation of any law shall be prima facie evidence of a violation of this professional standard.
 - a) The effect of a conviction being "prima facie" evidence of a violation is to place the burden on the employee to show that he/she did not fail to obey the law for which he/she stands convicted.
 - b) An employee may still be found in violation of this policy, even if no conviction has occurred in the underlying criminal case, if the Office finds by clear and convincing evidence that the employee has violated the law.
- 3. A violation of a criminal law is a Class 1 offense. A violation that is a civil infraction is a Class 2 offense.

C. Neglect of Duty/Failure to Perform Duty

- 1. Employees shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty; nor

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shall any employee otherwise fail to perform a duty, without sufficient cause.

2. By the very nature of law enforcement, corrections, and government work, each of the duties imposed on employees is such that its breach necessarily involves significant risk of, and actual, harm. The fact that the harm may go undiscovered by the injured party does not totally mitigate the significance of the breach. An awareness of the harm by the injured party will normally give rise to a complaint from that party. Awareness by the employer of a breach imposes a duty on the employer to take appropriate remedial action.
3. A violation of this professional conduct standard is a Class 1 offense.

D. Truthfulness

1. No employee shall knowingly make a false statement or representation, either orally, in writing, or by non-verbal conduct, in any matter within any concern or operation of the Washtenaw County Sheriff's Office.
2. The basis of any relationship is trust. Failure to establish and maintain that trust destroys the relationship and atmosphere within which the organization can properly function.
3. A violation of this professional conduct standard is a Class 1 offense.

E. Unsatisfactory Performance

1. Employees shall maintain sufficient ability and competency to properly perform their duties and assume the responsibilities of their positions.
2. Employees shall perform their duties in a manner that is consistent with the highest level of ability and competency that is properly required of employees of the Washtenaw County Sheriff Office, as may be applicable.
3. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade,

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or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or other action or inaction of a similar nature.

4. It should be understood that this professional conduct standard is violated when an employees is or becomes physically unable to competently perform the work that is required.
5. The phrase, "as may be applicable," is included so as to allow for differences in the levels of ability and competency that may be required among the various classes, grades, and ranks of employees within the Washtenaw County Sheriff Office. As such, it is expected (for example) that a road patrol sergeant will exhibit a higher degree of ability and competency in his/her performance of road patrol duties than would be expected of a road patrol deputy.
6. A violation of this professional conduct standard is a Class 1 offense.

F. Insubordination

1. Employees shall properly obey every lawful order of a superior employee.
2. No employee shall give an order that they know or should know to be inconsistent or in violation of any Office manual, or local, state or federal law.
3. In the event that an employee receives an order and is uncertain as to the propriety of the order, the employee shall:
 - a) Raise the issue with the superior that gave the order
 - b) Appeal the issue to the next higher authority at the earliest opportunity if the employee is unable to resolve the issue with that superior
 - c) Obey the order until the issue is resolved if the question only concerns consistency (or lack of) with a office manual; or not comply with any order to the extent that compliance requires the commission of an act that the employee knows or should know to be illegal.
4. A violation of this professional standard is a Class 1 offense.

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- G. Treatment of Persons in Custody
 - 1. Employees shall not mistreat persons who are in their custody. Employees shall handle such persons in accordance with law and office procedures.
 - 2. It is to be noted that mistreatment can be non-physical, such as withholding a privilege or right that is guaranteed to a prisoner.
 - 3. A violation of this professional conduct standard is a Class 1 offense.
 - H. Arrest, Search and Seizure
 - 1. Employees shall not make any arrest, search or seizure that they know or should know is not in accordance with law and office procedures.
 - 2. A deputy may not make an arrest for a misdemeanor not committed in his/her presence without a valid warrant. Exceptions to the above are those where warrant less arrests for misdemeanors are permitted by statute (i.e., arrests for operating a motor vehicle while intoxicated and arrests for domestic assault).
 - 3. Felony arrests may be made on probable cause without a warrant if the deputy feels that the suspect will continue to be a threat to the community and the chance exists that the suspect may not be located at a later time.
 - 4. A violation of this professional conduct standard is a Class 1 offense.
 - I. Command Personnel Duties
 - 1. Command officers shall exercise control over those in their command and provide support and direction so that their conduct in the performance of their duties is likely to be consistent with the provisions of any office manual or lawful order that is applicable, and the laws of the State of Michigan and Federal government.
 - 2. In the event that the conduct of an employee is inconsistent with the policies of this agency, the command officer shall take such action as is appropriate under the circumstances.

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3. The duties described by this professional conduct standard are in addition to any others that may be imposed on any particular individual or group of employees through a office manual or by law.
4. A violation of this professional conduct standard is a Class 2 offense, unless the behavior of the Command Officer is grossly negligent or intentionally wrong, then it shall be a Class 1 offense.

J. Courtesy

1. Employees shall be courteous to the public. Employees shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation.
2. In the performance of their duties, employees shall not use coarse, violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.
3. The Sheriff's Office is first and foremost a public service organization. The basis of successful service delivery for any public service organization is community and public trust and support. Among the many ways public service organizations generate trust and support, is the quality and professionalism of their direct contact with the public.
4. More service complaints result from discourtesy than from almost any other cause. Discourtesy may include overt rudeness, annoyance, abusive or insulting language, racial or ethnic slurs, overbearing attitude, sexual or social references, disrespect, or lack of proper attention or concern. In the performance of their duties, officers must maintain a neutral and detached attitude, while being compassionate and understanding, without indicating disinterest or that a matter is petty or insignificant.
5. Violation of this professional conduct standard is a Class 2 offense.

K. Associations

1. Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the office for current involvement in

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felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of a spousal or immediate family relationship of the employees.

2. The underlying policy that this standard implements is that persons of notoriously bad character or reputation must be avoided because of the appearance of impropriety and the danger of contaminating an officer's character or reputation, thereby limiting his/her effectiveness and that of the office.
3. Violation of this professional conduct standard is a Class 1 offense.

L. Identification

1. Deputies shall carry their badges and identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation.
2. Deputies shall furnish their name and badge number to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of official duties or is authorized by proper authority.
3. Employees shall prominently display their badge or identification card at all times while within any station operated by the Sheriff's Office.
4. If it becomes necessary for a deputy to take law enforcement action while off duty, the deputy must be able to identify him or herself. The only exception to this requirement applies to deputies in covert operations where revelation of the deputy's identity might be dangerous, and situations where the deputy is at home or outside his or her jurisdiction, or has no practical way to carry his or her identification. The word "deputy," as used in this section, refers to all sworn personnel.
5. Violation of this professional conduct standard is a Class 2 offense.

M. Abuse of Position

1. Use of Official Position or Identification: Employees shall not use their official position, official identification cards or badges for:

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- a) Personal or financial gain
 - b) Obtaining privileges not otherwise available to them except in the performance of duty
 - c) Avoiding consequences of illegal acts.
2. Possession of Identification and Reproduction: Employees shall not lend their identification cards or badges to another person or permit them to be photographed or reproduced without the written approval of the Undersheriff or Sheriff.
 3. Employees shall not authorize the use of their names, photographs, or official titles in connection with advertisements or testimonials of any commodity or commercial enterprise, without the written approval of the Undersheriff or Sheriff.
 4. An intentional violation of this professional conduct standard is a Class 2 offense.
- N. Gifts, Gratuities, Bribes or Rewards
1. Employees shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the employee or the office, if it may reasonably be inferred that the person, business, or organization seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty.
 2. No employee shall accept any food item, entertainment, service, or other item of value for a reduced price unless:
 - a) The employee informs the person, business, or organization offering the item for a reduced price that it is the policy of this office that employees shall pay the publicly advertised price and the employee actively seeks to pay the publicly advertised price.
 3. It is not expected that employees give up their right to bargain "at arms length." It is also not required that employees refuse service after complying with the above rule. The practice of allowing a business to "buy" extra protection or otherwise influence official action by offering employees free food (for example) is to be prevented.

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4. There is a heightened awareness among public officials of the controversy surrounding gifts, gratuities, bribes, and awards. Some officials construe gifts and gratuities as personal courtesies and dismiss any connection with official position, while others may inaccurately interpret and relay such situations to the public as unacceptable. Most employees, however, are able to distinguish between gifts personal in nature from those that bear some relation to official responsibilities.
 5. This professional conduct standard reflects the view that absolute prohibitions of gratuities are unenforceable, and that the office should under certain circumstances establish standards permitting the acceptance of minor gratuities.
 6. Violation of this professional conduct standard is a Class 2 offense.
- O. Requests for Assistance
1. When any person applies for assistance or advice or makes complaints or reports either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established office procedures.
 2. Like discourtesy, inattention, delay in response, or failure to respond for assistance are major causes of complaints against law enforcement or criminal justice agencies. To the party requesting assistance, the matter is of paramount importance and an attitude indicating a lack of concern or a failure to respond efficiently is irritating. If the office knows that a request cannot be handled immediately, the requesting party should be informed of the nature and reason for the delay. It is improper for an employee to intentionally and unreasonably fail to respond to or delay response to a call for service.
 3. A violation of this professional conduct standard is a Class 2 offense.
- P. Use of Alcohol
1. Use of Alcohol on Duty or in Uniform
 - a) Employees shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and

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while acting under proper and specific orders from a superior employee.

2. Use of Alcohol Off Duty
 - a) While off duty employees shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the office, or renders the employees unfit to report for the next regular tour of duty.
3. This section prohibits off-duty drinking which causes employees to be unfit for scheduled assignments.
4. A violation of this professional conduct standard is a Class 2 offense.

Q. Fictitious Illness or Injury Reports

1. Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the office as to the condition of their health.
2. A violation of this professional conduct standard is a Class 1 offense.

R. Processing Property and Evidence

1. Property or evidence that has been discovered, gathered or received in connection with office responsibilities will be processed in accordance with established office procedures.
2. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established office procedures.
3. Maintenance of the "chain of evidence" is essential to a criminal investigation. Improper handling of evidence may imperil the prosecution of the offender. Employees frequently come into possession of quantities of very valuable property, and the office must be diligent in preventing loss, destruction, or alteration of such property. Possession of property or evidence outside of the established system or chain is prima facie evidence of improper conduct.

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4. A violation of this professional conduct standard is a Class 1 offense.
- S. Use of Office Equipment
1. Employees shall utilize office equipment only for its intended purpose, in accordance with established office procedures, and shall not abuse, damage or lose office equipment. All office equipment issued to employees shall be maintained in proper order.
 2. Employees are entrusted with a great deal of very valuable equipment and must exercise the utmost caution in its use and maintenance. Also, especially in the case of vehicles, employees should not be permitted to use office equipment for personal business, except where specifically provided for by the office.
 - a) Allowing employees to use office equipment such as radios or uniforms in any outside employment such as private guard services would pose great potential for conflict of interest and legal liability.
 3. A violation of this professional conduct standard is a Class 2 offense.
- T. Dissemination of Information
1. Employees shall treat the official business of the office as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance, with established office procedures.
 2. Confidential information that becomes known to an employee as a result of their involvement with official business of the office may not be used to an employee's personal benefit, damage the reputation of any person, or assist any person in avoiding the consequences of criminal acts.
 3. Employees regularly come into possession of information of extreme sensitivity. The confidentiality of this information must be maintained. Such information should not be used for personal benefit.
 4. A violation of this professional conduct standard is a Class 2 offense.

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U. Public Statements and Appearances

1. Employees shall not publicly criticize or ridicule the office, its policies, or other employees by speech, writing, or other expression, where such is defamatory, obscene, unlawful, undermines the effectiveness of the office, or is made with reckless disregard for truth or falsity.
2. Employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the office while holding themselves out as representing the office in such matters without proper authority. Employees may lecture on "police" or other related subjects only with the prior approval of the Undersheriff.
3. This section recognizes the employee's First Amendment right to freedom of speech, as well as the need of the office to operate without unlawful or destructive criticism. The second section of the rule limits officers' statements when officers are holding themselves out as representing the office. A single incidence of speech that violates this rule but does not undermine the effectiveness of the office, and which does not amount to conduct unbecoming or another Class I violation, would not result in termination from employment.
4. For the purposes of this section, "Proper approval" means approval from the 1st/Lieutenant in charge of the operational area, section or unit if on duty, or the 2nd/Lieutenant or the Sergeant with the most seniority on duty, if the Lieutenants are not available or are off duty.
5. When employees are in doubt as to whether a public statement is appropriate, they are encouraged to seek advice from their supervisor. If an employee is unable to confer with their supervisor on the matter, it is better to temporarily withhold any statement, than improperly make a statement.
6. A violation of this professional conduct standard is a Class 2 offense.

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V. Intervention

1. Employees shall not interfere with or intervene into cases assigned to or being handled by other employees of the office or by any other governmental agency unless:
 - a) Ordered to intervene by a superior employee
 - b) The intervening employee believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.
2. Employees who believe an investigation or other matter of office concern is being mishandled or would result in an injustice if not remedied, but where immediate action is not necessary, have an affirmative duty to report the matter to his/her supervisor as soon as possible.
3. A violation of this professional conduct standard is a Class 2 offense.

W. Office Reports

1. Officers shall submit all necessary reports on time and in accordance with established office procedures.
2. Reports submitted by employees shall be truthful and complete, and no employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information.
3. A violation of this professional conduct standard is a Class 1 offense if the violation involves a matter of truthfulness; other violations are Class 2 offenses.

X. Use of Medical Examinations, Photographs and Lineups

1. Upon the order of Undersheriff or Sheriff, employees shall submit to any medical, ballistics, chemical or other tests, photographs, or lineups, except as may be prohibited by law.
2. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular internal investigation being conducted by the office; and no order under this section shall be arbitrary or capricious.
3. A violation of this professional conduct standard is a Class 2 offense.

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- Y. Operation of Vehicles
 - 1. Employees shall operate official vehicles in a careful and prudent manner and shall obey all laws and office orders pertaining to such operation. Loss or suspension of any driving license shall be reported by the employee to that employee's supervisor immediately.
 - 2. Employees shall wear the safety restraints (seatbelts - shoulder harness) provided, whenever operating office vehicles.
 - 3. Employees shall immediately report to their supervisor any damage that is knowingly done to a office vehicle while it is assigned to them.
 - 4. A violation of this professional conduct standard is a Class 2 offense.
 - Z. Sleeping or Dozing on Duty
 - 1. No employee shall sleep or doze while on duty. Employees shall report their condition to their supervisor when they are unable to comply with this rule; and the supervisor shall take appropriate action.
 - 2. A violation of this professional standard is a Class II offense.
 - AA. Residence
 - 1. Employees shall reside within 50 miles of Station #1 unless otherwise allowed by the Undersheriff or Sheriff in writing.
 - 2. Employees shall maintain a telephone in operation at all times in their residence.
 - 3. Employees shall maintain information with the office and Central Dispatch that reflects the employee's current address and telephone number.
 - 4. A violation of this professional conduct standard is a Class 2 offense.
 - BB. Reporting for Duty
 - 1. Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and

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cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

2. A violation of this professional conduct standard is a Class 2 offense.

CC. Maintaining Contact While Off Duty

1. No employee shall leave his/her residence for more than forty-eight (48) hours without notifying his/her supervisor where he/she may be reached during his/her absence.
2. When an employee is unable to work due to illness or injury, he/she shall report to their supervisor one (1) hour prior to their shift the nature of their illness or injury, and where they may be reached at all times. In so far as the illness or injury permits, employees shall be available for contact from their supervisor while on sick leave. In the event that a supervisor is unable to contact the employee for a two (2) hour period or more, such shall constitute a prima facie case of a violation of this section.
3. The legitimate expectation of the public is that the Sheriff must maintain the ability to provide initial response and necessary assistance in all emergencies. In order to possess this ability, it is imperative that supervisors be able to contact those in their command when necessary.
4. The prima facie case mentioned in subsection b. above may be rebutted with a Doctor's excuse in writing, which indicates legitimate reasons for the employee's failure to maintain contact with his/her supervisor.
5. A violation of this professional conduct standard is a Class 2 offense.

DD. Speech

1. No employee shall engage in any form of communication that is unduly detrimental to a function or operation of the Sheriff's Office.
 - a) As a guide in determining the appropriateness of a comment, employees should consider and balance the detrimental effect that the comment might have on these functions, against the benefits to be achieved, giving due

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regard for considerations of the time, place, and manner of making the comment.

2. Employees shall direct comments that are critical of office functions or operations to their supervisor, giving due regard to consideration of time, place, and manner in making such comments.
3. Upon receipt of any comments, supervisors shall timely respond to the employee as may be appropriate under the circumstances.
4. It is the policy of the Washtenaw County Sheriffs' Office that employees shall enjoy all the benefits of 1st Amendment (U.S. Constitution) rights, to the extent that such is not counterproductive to the functioning of the Sheriff Office. That is, full, free, and fair comment on the issues that may arise is desirable and is to be encouraged, so long as sight is not lost of the basic goal and function of the Sheriff Office (which is to provide public service in the broad areas of the law enforcement, corrections, and general public assistance).
5. A violation of this professional conduct standard is a Class 2 offense.

EE. Notification of Impaired Physical or Mental Condition

1. Employees shall inform the Division Commander of any change in their physical or mental condition which results in the following:
 - a) Employee's present ability to perform his/her assigned duties has or may become limited or impaired.
 - b) While performing or attempting to perform his/her duties, the risk of injury to the employee or any other individual is increased.
 - c) Employee's limitation or impairment causes a false or misplaced reliance by the public, fellow employees, or any other person on the employee's ability to perform his/her duties.
2. Employees shall notify their Division Commander of any such change in physical or mental condition by written communication to him/her (with copies to the Undersheriff and immediate supervisor) providing the following information:

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- a) Nature of the changes in employee's physical and/or mental condition.
 - b) Cause of the change or injury.
 - c) Length of time it is anticipated that the employee's abilities will be impaired or limited.
 - d) What, if any, treatment is presently being given and the name of the attending physician.
 - e) Notification shall be made as soon as possible after the change in condition or injury is known or reasonably should be known to the employee.
3. Upon receipt of this information, the Division Commander may require the employee to be examined by a physician or psychologist selected by the office. The purpose of the examination will be to:
 - a) Assess the employee's capability to perform his/her assigned duty
 - b) Evaluate whether the change in condition or injury will expose the employee or any other person to an increased risk or injury while performing or attempting to perform his/her duty assignment.
 4. In those situations in which the employee's condition is not yet stable and further change seems probable, the employee may be required to be examined on a regular and continuing basis to assess his/her capability to perform their required duties.
 5. If it is determined after review of all relevant factors that the employee can no longer perform his/her assigned duties, or if such performance or attempt to perform may increase the risk of injury to the employee or other person, or if performance or attempt to perform may create a spurious reliance on the employee by the public, fellow employees or other persons, the Administration may at its discretion reassign the employee to other duties, if available, or may require the employee to begin medical leave, or otherwise take such action as may be appropriate under the circumstance.
 6. Failure of an employee to notify the Administration of injury or changes in condition as described above, or failure to comply with

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the requirements of this policy, will be considered a violation of office rules and regulations.

7. A violation of this professional conduct standard is a Class 2 offense.

FF. Personal Involvement in Investigations

1. Employees should, when practicable, avoid handling or investigating incidents in which they have a personal interest.
2. The on-duty Sheriff's Office Command Officer shall be notified when a deputy's personal involvement in a case is necessary to prevent the following incidents:
 - a) A crime
 - b) Injury to persons
 - c) Damage to property
 - d) The escape of a suspect
3. An employee who has a personal interest in the outcome of an investigation or complaint shall report it to their supervisor.
4. The supervisor shall arrange to have the case reassigned if there is a potential conflict of interest between the employee's professional responsibilities and personal interests.
5. This section is intended to prevent charges of bias or neglect of duty when an employee or a close friend or relative of an employee is a crime victim or suspect. Even the appearance of impropriety has a negative effect on the Sheriff Office's ability to effectively fulfill its role or public service.
6. In determining whether an employee should take action or request reassignment of the investigation, employees and supervisors should consider the perception of the public, the nature of the incident, the need for immediate action, party relationship and the effect of that relationship on the employee's ability to remain objective.
7. A violation of this professional conduct standard is a Class 1 offense.

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V. MODIFICATION

- A. The Sheriff or Undersheriff may modify the provisions of this rule and regulation.

VI. COMPLIANCE

- A. All employees shall comply with all provisions of this procedural guideline. A violation of any section is a Class 1 offense and may result in corrective discipline.
- B. A violation may also be a violation of other Sheriff's Office professional conduct standards which may result in corrective disciplinary action up to and including discharge.