



Iowa State University Department of Public Safety

Directive: 26.2

SUBJECT: CODE OF CONDUCT

EFFECTIVE DATE: 07/07/20

REVISED DATE:

STANDARD: CALEA 26.1.1, 26.1.3 REVIEWED DATE:

INDEX:

- 26.2.1 CODE OF CONDUCT
- 26.2.2 CODE OF CONDUCT – REQUIRED NOTIFICATIONS
- 26.2.3 CODE OF CONDUCT – DOMESTIC ABUSE
- 26.2.4 CODE OF CONDUCT – COURT ATTENDANCE
- 26.2.5 DISCRIMINATION

POLICY:

The Iowa State University Department of Public Safety shall establish a code of conduct for departmental employees, which supports the standards of professionalism and workplace safety.

PROCEDURE:

26.2.1 CODE OF CONDUCT

The following shall establish rules and regulations pertaining to the code of conduct for all departmental personnel:

- A. Employees shall maintain a high level of moral conduct in their personal and business affairs. They shall act, both on and off duty, in a manner that reflects favorably upon the department. Conduct unbecoming an employee shall include behavior that brings the department into disrepute, reflects discredit upon the employee or the department, impairs the operation or efficiency of the employee or the department, or impairs the ability to perform as a law enforcement employee. Employees shall obey all applicable oaths of office and codes of ethics. Employees shall be courteous, civil, and respectful of their supervisors, associates, and university community members while on and off-duty.
- B. Employees shall not commit or omit any acts that constitute a violation of any departmental or university rule, regulation, policy, procedure, directive, or order. Employees shall be thoroughly familiar with state statutes and directives that deal specifically and generally with their assigned duties. Employees shall immediately report to their supervisors any member who does not obey any order, directive, or the law.
- C. Employees shall not knowingly issue any order that violates any law, statute, university policy, or directive. Employees shall obey any lawful order of a superior, including any orders relayed from a superior by an employee of the same or lesser rank. Except as otherwise provided in this directive, defiance of lawful authority or disobedience to lawful orders shall constitute insubordination. Employees shall take the following action when issued an unlawful order: advise the supervisor that the order is unlawful; advise the supervisor that the unlawful order cannot be obeyed and file a written report of the incident with the supervisor's next level of command.
- D. Employees who receive conflicting orders shall promptly and respectfully notify the appropriate supervisor. If the supervisor does not change the order to resolve such conflict, the last order given shall prevail.
- E. Employees shall avoid regular associations or dealings with persons whom they know, or should know, are under criminal investigation or have a reputation for being involved in criminal behavior, except in the performance of duty or where unavoidable because of other personal relationships.
- F. Employees shall not consume intoxicating beverages while on duty except in the performance of duty and while acting under proper and specific orders from a supervisor. Employees shall not report for duty or be on-duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants about their person, except in the performance of duty and while acting under proper and specific orders from a supervisor. Employees shall report to their supervisor any known adverse side effects of prescription drugs that they are taking.
- G. Employees shall not make false or untrue statements during the course of their duties except as required during undercover assignments or as necessary while conducting an interview or interrogation.

- H. Employees are not allowed to conduct a private business while on duty. Employees are not authorized to use their uniform or position to influence any personal business transactions.
- I. Employees are not permitted to engage in political activities while on duty. Employees are permitted to hold elective or appointive public office provided it does not interfere with their employment.
- J. An employee may not record another employee without the knowledge of that employee outside of the scope of official duties. For the purpose of investigations, the department may video or audio record without notice to employees.
- K. The department shall act to protect the privacy of individuals who use department locker rooms. No person may use a recording device to capture, record, or transfer a representation of a nude or partially nude person in a department locker room.
- L. Acceptance of cash or any other item, given to an employee to compromise an employee's position, is not permitted. Acceptance of gifts where there is no attempt to influence an employee's official position, such as a gift from a visiting dignitary, may be allowed but only with permission from the Chief of Police.
- M. Employees shall submit all necessary reports on time and in accordance with established department procedures. 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. Employees shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established department procedures. Employees shall not divulge the identity of persons giving confidential information, except as authorized by proper authority.
- N. A uniformed or plainclothes officer will provide name, badge number, and agency, upon request if the request does not interfere with an investigation or jeopardize the officer's safety. Plainclothes officers should present a badge before taking police action. Plainclothes officers should wear a visible form of identification when interacting with other police officers in tactical situations and special events. When a uniformed police officer challenges a plainclothes officer, the responsibility lies with the plainclothes officer to establish his or her identification and to have it acknowledged by the uniformed officer.

26.2.2 CODE OF CONDUCT – REQUIRED NOTIFICATIONS

The following specifies required notifications related to the code of conduct:

- A. Employees are to report daily to a supervisor whenever sick leave must be used unless other mutually agreeable arrangements have been made due to an extended illness or recovery from injury.
- B. All employees are required to provide current home addresses and telephone numbers and to report any changes to the Communications Center Coordinator immediately. An employee's cellular phone number shall be provided if that employee does not have a home phone.
- C. Employees will report to their supervisor any time they are contacted by a law enforcement officer in an official capacity, except when they are the victim of a crime.
- D. Employees who operate department vehicles as part of their duties are required to have a valid driver's license issued by the State of Iowa. Employees will immediately report the suspension, revocation, or cancellation of their driver's license to their supervisor. The department will conduct an annual driver's license, and criminal records check on each employee.
- E. Illness or injury occurring on duty that may affect an employee's job performance is to be reported to a supervisor. The employee or the supervisor shall, within 24 hours, report all work-related accidents, injuries, and illnesses by completing the First Report of Injury form via the ISU Incident Portal. As part of the accident investigation process, the supervisor will receive an electronic notification containing a series of questions to be completed and emailed back to the Incident Portal within 24 hours of receipt.

- F. Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations or beliefs shall be promptly reported to a supervisor.
- G. All property damage or injuries to other persons that occurred during or resulted from the performance of duties shall be reported using established reporting procedures.

26.2.3 CODE OF CONDUCT – DOMESTIC ABUSE

The following governs the rules and procedures for departmental personnel as it relates to domestic abuse:

- A. Sworn personnel are required to be eligible to carry firearms as a condition of their employment. Persons convicted of a felony or a crime of domestic abuse are prohibited by state and federal law from possessing a firearm and are ineligible to hold a position as a sworn law enforcement officer.
- B. Personnel aware of another employee who may be engaging in crime(s) of domestic abuse must notify their supervisor. Supervisors aware of an employee who may be engaging in crime(s) of domestic abuse must notify a deputy chief, assistant chief, or the Chief, who will determine whether an internal investigation should be started.
- C. If the department is made aware that an employee is a victim of domestic abuse as defined in Iowa Code section 236, a supervisor should contact the employee and the investigating agency to determine what support, if any, may be appropriate.
- D. If the department becomes aware that an employee is the subject of an order of protection (restraining order), a deputy chief, captain, assistant chief, or the Chief must be informed, and an internal investigation will be started. If a department member is the subject of an order of protection (restraining order), the employee must immediately surrender all personal and department firearms pending the outcome of an internal investigation.

26.2.4 CODE OF CONDUCT – COURT ATTENDANCE

The following governs the code of conduct as it relates to court appearances:

- A. An officer will appear for court after receiving a subpoena or verbal notification from the Story County Attorney's Office.
- B. Officers required to attend court will appear promptly at the time and place set for court action. Officers will immediately notify the Story County Attorney's Office if an emergency or other circumstance will detain them.
- C. If an officer believes the case is no longer scheduled, the officer should verify the status of the case with the Story County Attorney's Office.
- D. The officer will be dressed in accordance with the standards established in the written directive 26.1 Code of Appearance.

26.2.5 DISCRIMINATION

- A. Iowa State University prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodations to continue their work or studies.
- B. Iowa State University also prohibits harassment, which can be a form of discrimination if it is unwelcome and is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with a person's work or education. Harassment may include, but is not limited to, threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or U.S. veteran status. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently

severe or pervasive and objectively offensive so as to substantially interfere with or limit the ability of an individual to work, study, or otherwise to participate in activities of the university.

- C. The university's discrimination and harassment policy can be found at this link:
<https://www.policy.iastate.edu/policy/discrimination>.