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**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 1-3 [CALEA 26.1.1]**

**CODE OF ETHICS AND MANUAL OF RULES**

**SUBJECT:** Code of Ethics and Manual of Rules

**PURPOSE:** To establish rules and regulations for all Police Department employees that address professional conduct and responsibilities and to adopt a Code of Ethics as a general standard of conduct for all Police Officers and a Code of Ethics as a general standard of conduct for all Department personnel. All personnel will abide by this Code of Ethics.

**POLICY:** Peace officers and public employees are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character. Because society holds public employees to a high standard, it is the policy of this Department to have its employees abide by the following Code of Ethics and Manual of Rules. Additionally, all personnel will receive ethics training at least biennially.

**I. Codes of Ethics [CALEA 1.1.2]**

**A.** This Code of Ethics establishes general standards of conduct for the employees of the California State University Fullerton Police Department. It is applicable to all temporary, part-time, volunteer, and permanent personnel, sworn and non-sworn; and is a condition of employment by any individual who is or becomes an employee of the Department.

1. Employees shall support the Constitution of the United States and the Constitution of the State of California, and shall comply with all laws, statutes and ordinances.
2. Employees shall comply with all University and Departmental policies and procedures.
3. Employees shall perform their duties with professionalism, integrity, and courtesy and avoid any conduct that violates the public's trust.
4. Employees shall give a full day's labor for a full day's pay; giving to the performance of their duties an earnest effort.
5. Employees shall not use their official position to secure unwarranted privileges, benefits or advantages for themselves or others.
6. Employees shall perform their official duties in an unbiased and impartial manner. They shall never discriminate unfairly by the dispensing of special

favors or privileges to anyone, whether for remuneration or not; and never accept favors or benefits that can be construed as influencing the performance of their duties.

7. Employees shall not disclose confidential information acquired in the course of the employee's duties.
8. Employees shall put loyalty to the highest moral principles and the Department above loyalty to coworkers and friends.
9. Employees shall report any corrupt or unethical behavior whenever discovered.
10. Employees shall respond appropriately to supervisory direction.
11. Employees shall uphold these principles, ever conscious that all official duties of CSU Fullerton Police Department are a public trust.

B. LAW ENFORCEMENT CODE OF ETHICS (Applicable sworn personnel only)

As a Law Enforcement Officer, my fundamental duty is to serve society; safeguard lives and property; protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and respect the Constitutional rights of all to liberty, equality and justice.

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 Department. Whatever I see or hear of a confidential nature that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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 of favor, malice or ill will, never employing unnecessary force of violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so 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 – law enforcement.

II. Manual of Rules [CALEA 1.1.2]

A. Professional Conduct and Responsibilities

1. **General Conduct:** Officers and employees shall conduct themselves at all times in such a manner as to reflect favorably upon themselves, the University, the Department and the police service. Whether on-duty or off-

duty, officers and employees shall avoid any conduct which brings the Department or the University into disrepute.

2. **Conduct towards Others:** The Police Department exists to serve the public needs of all persons within the jurisdiction of the University campus. Accordingly, it is the fundamental policy of the Department that officers and employees shall treat all persons with courtesy and respect. Officers shall not allow their personal conviction, beliefs, prejudices, or biases to interfere with their official acts or decisions.
3. **Behavior towards Other Department Members:** Members of the Department will treat co-workers with respect. In their demeanor toward their associates in the Department, they will be courteous and considerate, guard themselves against unfriendly conduct and refrain from all communication which discredits others.
4. **Discrimination and Racism:** Any officer or employee who discriminates against another officer, employee, or any citizen, or makes any derogatory remark, or commits any discriminatory act against another officer, employee, or citizen shall be subject to severe disciplinary action, including termination from employment.
5. **Courtesy:** Officers and employees shall perform their duties courteously, avoiding rude, threatening, harsh, insulting, profane, insolent, or demeaning language, and they shall maintain a professional bearing regardless of provocation to do otherwise. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referrals. Orders from superior to subordinate officers and employees shall be given in a civil manner without the use of profane or derogatory language.
6. **Cooperation:** All officers and employees are strictly charged with establishing and maintaining a high spirit of cooperation within the Department.
7. **Assistance:** All officers are required to take appropriate police action toward aiding a fellow Police Officer exposed to danger or in a situation where danger might be impending.
8. **Officer's General Responsibilities:** On-duty officers and off-duty officers in uniform shall at all times take appropriate action to:
  - a. Protect life and property;
  - b. Preserve the peace;
  - c. Prevent crime;
  - d. Arrest violators of the law; and
  - e. Enforce federal and state laws and University directives coming within Departmental jurisdiction.
9. **Response to Orders:** Officers shall at all times respond to lawful orders of superior officers, assignments from communications dispatchers, and other

proper authorities, as well as calls for police assistance from citizens. Proper police action shall be taken whenever it is required.

10. **Officers on Special Assignment:** Officers assigned to special duties are not relieved of responsibility for taking proper action outside the scope of their special assignment when necessary.
11. **Off-Duty Officers:** Off duty officers shall at all times be subject to recall to duty by superior officers.
12. **Police Actions by Off-Duty Officers:** Off-duty officers shall not place themselves in peace officer status while engaged in outside employment.
  - a. Whenever possible, off duty officers who place themselves in peace officer status while on their own time shall immediately identify themselves as peace officers and display their police identification.
  - b. Under no circumstances shall an off-duty officer who is under the influence of an alcoholic beverage place himself/herself in peace officer status.
  - c. When an off-duty officer is the victim of an offense while on his/her own time, he/she shall normally maintain his/her off-duty status and allow on-duty officers to handle the incident.
  - d. Carrying an off-duty weapon is optional; if an officer elects to carry an off-duty weapon, it shall be worn in such a manner that it is not noticeable under normal conditions. Identification cards will be carried at all times.
13. **Insubordination** [CALEA 12.1.3]:
  - a. All employees shall obey and properly execute any lawful order issued by a superior or supervisor whether oral or written. This includes orders relayed from a superior or supervisor by an employee of the same or lesser rank.
  - b. Any employee whose speech or conduct to a superior or supervisor is discourteous, abusive, profane, or threatening shall be deemed insubordinate.
  - c. The act of ridiculing a superior officer or his/her orders whether in or out of his/her presence is also insubordination.
14. **Knowledge of Laws and Regulations:** Every officer is required to establish and maintain a working knowledge of all laws and directives in force on the campus. Further, every officer and employee is required to establish and maintain a working knowledge of all rules, policies and procedures of the Department. In the event of improper action or breach of discipline, it will be presumed that the officer or employee was familiar with the law, rule or policy in question.
15. **Unlawful Orders** [CALEA 12.1.3]: Command and supervisory officers shall not knowingly issue any order, which is in violation of any law or ordinance or Department rule. Obedience to an unlawful order is never a defense for an unlawful action. Therefore, no officer or employee is required to obey any

order, which is contrary to federal law, state law, or presidential directive. Officers and employees who believe they have received an unlawful order shall promptly bring the matter to the attention of the supervisor of the person issuing the order. Responsibility for refusal to obey rests with the officer or employee. He/she shall be strictly required to justify his/her action.

16. **Conflicting Orders** [CALEA 12.1.3]: Upon receipt of an order conflicting with any previous order or instruction, the officer or employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the Department.
17. **Gifts, Gratuities – Soliciting or Accepting:** Officers and employees shall not under any circumstances solicit or accept or receive, either directly or indirectly, any gift, gratuity, loan, fee, or other thing of value arising from or offered because of police employment or any activity connected with said employment. Officers and employees shall not accept any gift, gratuity, loan, fee, or other thing of value, the acceptance of which might tend to influence, directly or indirectly, the actions of said officer or employee or any other officer or employee in any matter of police business, or which might tend to cause an adverse reflection on the Department or any officer or employee.
18. **Other Transactions:** Every officer and every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his/her attention or which arose out of Department employment except as may be specifically authorized by the Chief of Police.
19. **Neglect of Duty:**
  - a. Officers and employees shall not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty.
  - b. Any supervisory employee or officer who fails to take corrective action with regard to such employees as may be guilty of any form of neglect of duty or misconduct where the supervisor knows or should have known of such dereliction shall be guilty of dereliction of duty themselves.
  - c. Officers shall not leave their assigned duty post during a tour of duty unless specifically authorized by a supervisor.
  - d. Officers and employees shall remain awake while on duty. If unable to do so, they shall report this to their supervisor, who shall determine a proper course of action.
20. **Judgment:**
  - a. In the performance of their duties to serve society, employees are often called upon to make difficult decisions. They must exercise discretion in situations where their rights and liabilities and those of

the Department hinge upon their duties. They must not allow personal motives to govern their decisions and conduct.

- b. When dealing with all members of the community, employees are expected to discharge their duties in a reasonable and logical manner. Employees must be able to reason through a situation from a general set of circumstances to a specific, proper course of action; or from a premise to a logical conclusion.

21. **Unsatisfactory Performance:**

- a. Officers and employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. They shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.
- b. Unsatisfactory performance may be demonstrated by:
  - 1) A lack of knowledge of the application of laws required to be enforced;
  - 2) An unwillingness or inability to perform an assigned task;
  - 3) The failure to conform to work standards established for their rank, grade or position;
  - 4) The failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; or
  - 5) Absence without leave
  - 6) The following will be considered prima facie evidence of unsatisfactory performance:
    - a. Repeated poor evaluations; or
    - b. Written record of repeated infractions of the rules, regulations, directives or orders of the Department.

22. **Minimum Staffing Requirements:** The minimum staffing for each patrol shift shall be two officers and one dispatcher. It is the watch commander's responsibility to ensure that these staffing minimums are met at the beginning of each watch. This requirement is not intended to be construed as a restriction for on-duty activities, i.e., where one of two officers is engaged in legitimate work activity, even where the officer is removed from campus, the minimum staffing requirement is considered to be met.

23. **Meal Breaks:** Time spent on compensated meal break is considered as on-duty time and employees are subject to call at any time. Officers will monitor their radio at all times and will respond to radio traffic as directed. Officers that are required to respond during a meal break will be afforded the opportunity to resume their meal break when operationally possible. At no time will there be more than two (2) marked Departmental vehicles or three (3) uniformed employees at the same location for a break except for special approved meetings as authorized by the Chief of Police.

## B. General Conduct On and Off Duty

1. **Debts:** Incurring and Payment: Officers and employees shall pay all just debts and legal liabilities incurred by them.
2. **Personal Associations:** Officers and employees shall avoid continuous associations or dealings with persons whom they know or should reasonably suspect as racketeers, sexual offenders, prostitutes, felons, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties.
3. **Visiting Prohibited Establishment:** Officers and employees shall not knowingly visit, enter or frequent a house of prostitution, unlawful gambling house or establishment wherein any law of the United States, state, city or county is regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.
4. **Attendance:** Officers and Employees shall report to duty at the time and place specified, properly uniformed and equipped. They shall give careful attention to orders and instructions.
5. **Absence from Duty:** Every officer or employee who fails to appear for duty at the date, time and place specified without consent of competent authority is "absent without leave". Absences without leave must be reported in writing to the Chief of Police. Officers and employees shall not feign illness or injury, falsely report themselves ill or otherwise attempt to deceive the Department as to the condition of their health.
6. **Physical Fitness for Duty:** All officers and employees shall maintain the necessary level of physical fitness to perform their duties.
7. **Consumption of Intoxicants:** Officers and employees shall not consume any intoxicating substance while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that their ability to perform their duty is impaired. Officers shall not consume any intoxicating substance while on duty unless necessary in the performance of a police task and then only with the specific permission of a commanding officer and never in uniform. Officers and employees shall not at any time be under the influence of any intoxicating substance while on duty.
8. **Use of Drugs:** No member of the Department will use any illegal drug, substance or intoxicant. No member of the Department will report for duty or use while on duty, any drug, substance, intoxicant, or chemical that detracts from the member's mental or physical ability to perform the duties of their assignment.
9. **Address and Telephone Numbers:** Officers and employees are required to have telephones in the place where they reside and are required to have their

current address and telephone numbers on file with the Department. Whether working or on leave, changes in address or telephone number shall be reported within 24 hours of the change to the Chief of Police.

C. Department Property and Equipment

1. **Responsibility for Department Property:** Officers and employees are responsible for the proper care of Department property and equipment assigned to or used by them. Damaged or lost property may subject the responsible individual to reimbursement charges and appropriate disciplinary charges.
2. **Reporting Damaged, Inoperative Property or Equipment:** Officers and employees shall immediately report to their supervisor any loss of or damage to Departmental property assigned to or used by them. Supervisors will also be notified of any defects or hazardous conditions existing in any Departmental equipment or property.
3. **Presumption of Responsibility:** In the event that any Department property is found bearing evidence of damage which has not been reported, it shall be “prima facie” evidence that the last person using the property or vehicle was responsible.
4. **Care of Department Building:** Officers and employees shall not mark, alter, or deface any surface in the Department building. No material shall be affixed in any way to any wall in the Department without specific authorization from command staff or the Chief. No notices of a derogatory, discriminatory, or racial nature will be posted at any time.
5. **Use of Department Vehicles:** Department members shall not use any Department vehicle without the permission of a commanding officer. Department vehicles shall never be used for personal business. Citizens will be transported in Department vehicles only when necessary to accomplish a police purpose. Officers will use care to not incur damage to Department vehicles.
6. **Office Furniture, Areas and Equipment:** Employees will not abuse office furniture or equipment or allow furniture or equipment to present an unprofessional, sloppy or unkempt appearance.
  - a. Employees assigned to permanent work areas will keep those areas neat and clean. Items posted and placed in or around permanent work areas will be in good taste and appropriate to the place and position.
  - b. Employees shall not use equipment or space assigned as a permanent work area to another employee without that employee's permission.
  - c. As with personally issued items, office furniture, equipment, and supplies are intended solely for official use.



## D. Investigation, Arrest, and Detention

1. **Identification as Police Officer:** Except when impractical or unfeasible, or where identity is obvious, officers shall identify themselves by displaying the official shield or identification card before taking police action. All employees are required to identify themselves when requested by supplying their name and when requested the name of their supervisor.
2. **Arrests:** Officers shall strictly observe the laws of arrest while providing for their own safety and that of the arrested person. Responsibility for both the prisoner and his/her personal property rests with the arresting officer or a transporting officer when he/she accepts custody of an arrestee.
3. **Use of Physical Force:** The use of physical force shall be restricted to circumstances specified by law and to the degree necessary for the accomplishment of a police task. Malicious assault or batteries committed by officers or employees constitutes gross misconduct.
4. **Custody of Prisoners:** Prisoners shall be kept secure in accordance with appropriate laws and Departmental procedures. They shall be treated humanely and shall not be subjected to unnecessary restraint.
5. **Falsifying Reports and Bookings:** Officers and employees shall not knowingly falsify an official report or enter or cause to be entered any inaccurate, false or improper information in the records of the Department.
6. **Press Relations at Crime Scene:** Insofar as it is consistent with sound police practices, officers at crime scenes shall refer the press to the commanding officer at the scene. Whenever an officer feels that release of information or access to a crime scene is contrary to sound police practices, he/she shall refer the press to his/her immediate supervisor for further discussion.
7. **Security of Department Business:** Officers and employees shall not reveal confidential Department information outside the Department, except as provided by law or directed by competent authority. Questions regarding the disclosure of information shall be referred to command staff or the Chief of Police.
8. **Assisting Criminals:** Officers and employees shall not impart to any person charged with a criminal act information which might assist him/her in evading arrest or in disposing of evidence of any unlawful act.
9. **Police Action Based on Legal Justification:** No officer shall take police action without legal justification. What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, detention, search, arrest or no action at all. The requirement that legal justification be present imposes a limitation on a Police Officer's actions. In every case, a Police

Officer must act reasonably within the limits of judicial interpretation and Department policy, thereby ensuring that the rights of both the individual and the police are protected.

10. **Respect of Rights:** Officers shall respect and uphold the dignity, human rights and constitutional rights of all persons.
11. **Legal Practices:** Officers shall follow legal practices in such areas as interrogation, arrest and detention, searches, seizures, use of informants, and collection and preservation of evidence.
12. **Restriction of Freedom:** Officers shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally or reasonably apply the law.

E. Investigative Actions, Appearances, and Testifying

1. **Court Appearances:** Attendance at a court or judicial hearing as required by subpoena is an official duty assignment. When making such an appearance, either the official uniform or business attire shall be worn. Weapons will not be displayed unless wearing the uniform. Officers shall present a neat and clean appearance, avoiding any mannerism that might imply disrespect to the court.
2. **Truthfulness:** Integrity is essential in the police profession. Officers and employees are required to be truthful at all times, whether under oath or not. The one exception to this would be when interviewing or interrogating suspects to obtain information related to a case under review.
3. **Refusal to Testify:** Any officer or employee who appears as a witness before any competent investigative body, hearing board or person authorized to receive testimony and who refuses to testify shall be subject to disciplinary action.
4. **Departmental Investigation:** Officers and employees are required to answer questions by or render material and relevant statements to a competent authority in a Departmental investigation when so directed.
5. **Witness for the Defense:** Officers and employees who may be subpoenaed or required to appear for the defense in any prosecution shall first notify their supervisor and shall also notify the district attorney.

F. Communication and Correspondence

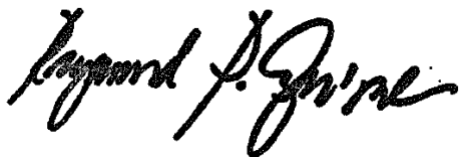
1. **Restrictions:** Officers and employees shall not use Departmental letterhead for private correspondence or send correspondence out of the Department over their signature without the permission of the Chief of Police.
2. **Department Address, Private Use Of:** Officers and employees shall not use the Department as a mailing address for private purposes. The

Department address shall not be used on any motor vehicle registration or operator's license without the express permission of the Chief of Police.

3. **Telephone Responsibility:** Officers and employees are required to answer telephone calls from the Department. If a message is left they are required to return the call to the Department as soon as possible.
4. **Responsibility for Information:** Officers and employees shall check their email, voicemail, and physical mailboxes at least once during each tour of duty. They will return messages in an expeditious manner.
5. **Responsibility for Posted Information:** Officers and employees shall acquaint themselves daily with information posted in the rotator, Daily log and on Department bulletin boards.
6. **Bulletin Boards:** Department bulletin boards are for the exclusive use of posting Department notices, assignments, training opportunities, and other necessary correspondence. Employees will not mark, deface, remove or write on any posted material. Removal of obsolete materials will be the responsibility of the employee who made the original posting or as directed by command staff or the Chief of Police.

REVIEWED BY:  
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APPROVED



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