


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	SECTION(S):	DISTRIBUTION:
	Duty Manual DPS SOP 2006-12	ALL	ALL PERSONNEL
Issuing Authority:		EFFECTIVE DATE:	SUPERSEDES:
ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)		January 1, 2007	All Others
		REVISED DATE:	Reviewed Revised re CALEA 25.1.1 Pg. 17, 22.3.2 Pg. 20
		June 02, 2017	

Syracuse University
Department of Public Safety Duty Manual

INDEX	PAGE
References, Attachments, Applicability, Purpose and Policy, Employee Responsibility	2
Table of Contents	3
Message from the Chief / Oath of Office	4
Organizational Philosophy, Mission Statement	5
DPS Vision Statement , Department Objectives	5
Internal Organizational Principles, Principles of Community Policing	6
Dynamics of Community Policing	7
Values	8
Beliefs	9
Statement of Authority and Management	10
Rules of Construction and Savings Clause	10
Duty Manual Parts 1 through 11(<i>Specific Sections Cited</i>)	10-23
Terminology/Definitions of Terms used in this Manual	23-25

IACLEA STANDARDS:

<i>Standard</i>	<i>Page</i>	<i>Standard</i>	<i>Page</i>
2.1.1	4	4.1.1	11, 12
1.1.3	5, 8		

CALEA STANDARDS:

<i>Standard</i>	<i>Page</i>	<i>Standard</i>	<i>Page</i>	<i>Standard</i>	<i>Page</i>	<i>Standard</i>	<i>Page</i>
1.1.2	2	12.2.1 b	10	22.3.4	15	84.1.7	22
26.1.5	2	12.1.2 a	10	33.1.5	17	1.3.9 a, b	22
1.1.1	4	26.1.1	11-12	25.1.1	17	84.1.1	22
45.2.1 d	7	1.2.9 a	12	22.3.2	20	84.1.2	22
45.2.1 e	7	12.1.3	12	53.1.1 a	20	84.1.6	22
45.1.1 b	7	1.3.1	13	41.1.3 A	21	70.2.1	23
12.2.1 a	5-8	22.2.7 abc	13	41.3.5	21		

REFERENCES: None

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: This policy is intended to provide additional specificity to the standards of conduct embodied in the Law Enforcement Officer's Code of Ethics and the DPS Mission Statement. The Duty Manual is intended to offer employees guidance in conducting themselves in a manner that reflects the standards of deportment and professionalism that the department expects. **(1.1.2)**

III. POLICY: The Department of Public Safety and the University community expect DPS employees to maintain high standards of appearance and conduct. Peace Officers in particular, wield considerable power over the public, power that is carefully circumscribed by federal, state, and local laws, and ultimately ratified by the United States Constitution and the Bill of Rights. DPS employees can help ensure that public trust in law enforcement is upheld by conducting themselves in an exemplary manner and by strictly adhering to and upholding all constitutional requirements and mandate. It is the policy of the Department of Public Safety that employees follow all standard operating procedures, rules and regulations, and lawful orders, written or verbal, issued by competent authority on behalf of the Department and the University. Revised 5/9/12

IV. EMPLOYEE RESPONSIBILITY:

- A.** Every DPS employee has the obligation to stay informed of all current policies and procedures, written directives and orders, as well as all federal and state laws and local ordinances that affect their duties.
- B.** Any improper act or omission by an employee contrary to the Duty Manual or any other publicized departmental policy or procedure will not be condoned.
- C.** Employees returning to duty from leave or any other prolonged absence must acquaint themselves with all new amendments; additions or changes to any department policy or procedures; any changes in laws, statutes and ordinances; and patrol officers will likewise ensure that they have reviewed all additions and deletions to the Patrol Roll Call Book and are familiar with all recent law enforcement bulletins.
- D.** Unfamiliarity with or ignorance of any policy, order, or procedure shall not constitute a defense or be considered as a justification for any violation; and it will be presumed that the employee was familiar with the particular policy, order or procedure that was violated.
- E.** Departmental policies and procedures are written and maintained as "Standard Operating Procedures" (SOPs) and are located on the G Drive, with hard copies of each SOP in the Roll Call Training Room and the attached 'code of conduct' portion of the Duty Manual is likewise readily available to all DPS personnel.
- F.** It is the responsibility of all employees to abide by the rules and regulations outlined in the Duty Manual, to bring malfeasance or misfeasance to the attention of superior officers. It is also the responsibility of supervisors to ensure that all agency policies and procedures are clearly understood, and to address and report allegations of violations of policies, orders, rules or regulations to their superior. **(26.1.5)**
- G.** The Duty Manual is not intended as an all-inclusive guide to proper and/or acceptable behavior.

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
Chief's Message, Oath of Office	4
DPS Philosophy, Mission, Vision, Objectives	5
Internal DPS Organizational Principles	6
Principles of Community Policing	6
Values	8
Beliefs	9
Statement of Authority and Management	10
Rules of Construction	10

<u>SUBJECT</u>	<u>PART</u>	<u>PAGE</u>
Professional Conduct	1	10
Public Contacts	2	12
Prohibited Conduct, Associations, Places	3	13
Internal Matters	4	16
Personnel Rules	5	17
Uniform and Appearance	6	18
Equipment and Facilities	7	19
Firearms	8	20
Property and Evidence	9	21
Persons in Custody	10	22
Courts and Testimony	11	22
Terminology/Definitions of Terms Used in Manual	12	23



SYRACUSE UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
005 Sims Hall / 130 College Place
Syracuse, New York 13244

ALL MEMBERS:

As members of the Syracuse University Department of Public Safety and part of the law enforcement community, we are mandated to protect and serve in a campus community where change is constant. We need only to review the history of our DPS to appreciate the transitions we have undergone to enable us to meet the challenges today. However, after decades of new faces, enhanced authority, peace officer status and improved equipment and facilities, we still, as did our predecessors, swear to the same basic oath to assert our intention to faithfully discharge our duties to the best of our ability.

As the laws, rules and regulations we enforce place obligations on our campus community, we must also commit ourselves, as dedicated public servants, to establish and recognize our parameters for acceptable conduct. Self-imposed standards are a benchmark of professionalism.

Herein, we have defined agency standards intended to promote uniformity in our efforts toward success in our mission. Conformity to these rules of conduct will preserve and promote our good reputation, honor and integrity. It will also demonstrate our sincere determination to perform as we have pledged - to the best of our ability.

OUR OATH (2.1.1) (1.1.1)

I, _____ do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, the laws of the City of Syracuse, the laws, applicable policies and the mission statement of Syracuse University, and that I will discharge the duties of Syracuse University Campus Peace Officer for the City of Syracuse, according to the best of my ability.

Sincerely,

Robert Maldonado.
Chief of Public Safety

Syracuse University Department of Public Safety

Organizational Philosophy

Department of Public Safety (DPS) Mission Statement (1.1.3) (12.2.1 a)

The Syracuse University Department of Public Safety (DPS) is a professional sworn campus law enforcement agency dedicated to maintaining a safe and secure living, learning, and working environment in partnership with those it serves by respectfully employing the highest professional standards and providing exceptional service to the Syracuse University community.

DPS Vision Statement

The Department of Public Safety's vision is to lead in all areas of professional campus law enforcement practices, to effectively address the safety and security needs of its community, and to uphold the mission of the University by supporting an environment in which diverse social, cultural, and academic values are free to develop and prosper.

The Three Roles of Department of Public Safety (DPS)

Members of the Department of Public Safety have three primary roles. While we are a professional campus law enforcement agency and our academy training is focused on the special skills necessary to accomplish a law enforcement mission, our primary focus remains on service to our community and the security for our campus.

- As a **service** agency, we are charged not only with protecting our students, faculty and fellow staff from harm and crime victimization, but we are also responsible to assist them and provide them with service that improves the quality of university life.
- As a **safety and security** agency, we are charged with the responsibility of being the front line in homeland security as well as ensuring our properties are secure from damage or loss. We are also charged with proactively identifying safety and environmental hazards on our properties and in campus operations, and partnering with other campus departments in reporting.
- As a **campus law enforcement** agency, we are responsible for keeping the peace, protecting life, reducing crime and enforcing laws, all aimed at protecting the lives of our students, faculty and staff and protecting their property as well as university property.

DPS Objectives

In pursuit of our mission, we will strive not only to sustain, but to improve our standards of performance, the efficiency of our personnel, our service and our equipment.

We place before us these fundamental objectives to guide us in our mission:

-- to protect life and property and enhance the quality of life in our community.

- to provide efficient and courteous assistance to the public.
- to have a positive impact on the behavior of those in our community.
- to be proactive in preventing crime, lawlessness and disorder.
- to be proactive in detecting and reporting safety and environmental hazards.
- to educate our community about personal protection and crime prevention.
- to fairly and impartially enforce laws, ordinances and regulations.
- to effectively apply our resources to identify and arrest offenders.

Internal DPS Organizational Principles

The Department of Public Safety is dedicated to embracing ethical and moral values through interpersonal relationship activities, training sessions, and conversations within the department and with community members. In doing so, we are able to demonstrate the following internal principles:

- **Trustworthiness and Integrity** – participating in open and honest interaction, establishing a culture of trust and following through on commitments.
- **Mutual Respect** - acting with the best interests of the University community and DPS in mind and engaging in behaviors that help and support fellow employees in their work to contribute to overall department success.
- **Mutual Understanding** - actively seeking opinions and ideas from co-workers, subordinates and supervisors of varied backgrounds and experiences to improve decisions, incorporate contributions of others and to be empathic to their needs and concerns.

The Principles of Community Policing

Community policing is a way of thinking and a way to carry out the philosophy allowing law enforcement and the community to work together to solve criminality, to address underlying community problems, and to improve upon neighborhood living conditions. (Adapted from: Trojanowitz and Bucqueroux, 1990):

1. **Public Input** - People deserve the opportunity to provide input into the policing process in exchange for their continued participation and support.
2. **Flexibility In Line Officer Decision Making** - The law enforcement agency must endeavor to grant increased flexibility to the line officer to make and use creative decisions to solve problems.
3. **Face To Face Contact With Public** - All peace officers and community service officers should practice community policing through face-to-face contact with the people they serve in a clearly defined beat area and through their interactions with the public regardless of the setting.

4. **Continuous Contact With Public** - The officer's role demands continuous, sustained contact with the community. Together we can explore new solutions to local concerns with community members who help to shape public safety objectives and interventions and serve as supporters and as volunteers. **(45.2.1 d, e)**
5. **Mutual Trust And Responsibility** - The relationship with the community is based on mutual trust and respect. The concept of community policing challenges people to accept their share of responsibility for the overall quality of life in the community, and focuses on creating a more harmonious relationship between the department and the public.
6. **Proactive Problem Solving and Immediate Response** - The law enforcement agency must maintain the ability to respond immediately to proscribed behavior, crimes, or untoward incidents. It must be proactive through crime prevention initiatives and must exhibit an increased emphasis on analytical problem solving involving the community. **(45.1.1 b)**
7. **Protecting The Vulnerable** – One of the basic tenets of community policing revolves around exploring new ways to protect and enhance the lives of those who may be marginalized and those most vulnerable (IE. International students, minority community members, person with disabilities).
8. **Effective Communication, Collaboration and Use of Technology** - Community policing promotes a judicious use of technology, but also recognizes that nothing surpasses the accomplishments that dedicated people communicating and working together can achieve.
9. **Total Agency Commitment** – The community policing philosophy mandates that an integrated approach involving everyone in the agency must be practiced by all officers. The command staff and all officers are encouraged to facilitate interdepartmental cooperation and to improve upon existing community partnerships.
10. **Decentralized Service Focused On People** - Community policing provides decentralized personal service to the community. Law enforcement cannot impose order without the help of the people in the community in solving the community's concerns.

The Dynamics of Community Policing

- **Be Known**
 - Become known to the public, and citizens with information about criminal activity are far more likely to share information with a familiar figure than a stranger.
- **Be Familiar**
 - Become familiar with people and places and thus in a better position to recognize suspicious persons or criminal activity.
- **Be Visible**
 - Be highly visible on your posts. The appearance of omniscience tends to deter criminals from committing crimes in the immediate vicinity.

Values: Dedication, Protection, Service (DPS) (1.1.3) (12.2.1 a)

Dedication

Members of DPS care about our community and focus our efforts on protecting life and property with professionalism. To gain trust and respect from our community, dedication and professionalism are demonstrated through:

- Being trustworthy and trusting, respectful in all interactions, empathic toward each other and our community members, and ethical in decision making and action
- Appearance
- Knowledge of our profession
- Caring, courteousness, and compassion
- Dedication and professionalism are also demonstrated through enforcing the law in a humane way, promoting a sense of justice and fairness in the community. This dedication and professionalism:
 - establishes consistency
 - fosters mutual community respect as well as respect for the individual
 - links to an understanding of cultural differences for our department members

Protection

The Department of Public Safety team values protecting members of the University community. In protecting our community, the team believes:

- all people deserve Basic Human Respect.
- that when confronted with adversity we will make every attempt to de-escalate the situation.
- in modeling the very behavior we expect from others.
- our role includes building quality relationships with people in the community, thus fostering mutual respect and support for public safety.
- that crime is an effect, and our role includes addressing the human condition which causes crime and violent behavior through referral to university and community services.
- we must utilize appropriate methods and systems to hold people accountable for their behavior.
- we can educate members of our community in crime prevention and help them in establishing personal safety habits
- we should use effective community policing and campus law enforcement, security and service strategies to serve our community
- that during patrols, we should proactively look for safety and environmental hazards and take action to report them to the attention of others who can mitigate them. We may, upon

request of the EH & SSO, assist in responding to environmental or hazardous materials incidents utilizing established University protocol and the NIMS/ICS system.

Service

- Members of DPS are committed to providing dedicated service through effective campus law enforcement, community partnerships, programming, and diligence to duty.
- Service is demonstrated through:
 - Eagerness to engage in community oriented policing through relationship building, accessibility and availability
 - Willingness to interact, provide safety escorts, enhance and encourage security
 - Educational efforts of our department members
 - Volunteer service
 - Compassion and commitment to our community
 - Working together to solve problems
 - Offering assistance wherever and whenever needed

Beliefs:

The Department of Public Safety team believes:

- All people deserve Basic Human Respect.
- That when confronted with adversity we will make every attempt to de-escalate the situation.
- In modeling the very behavior we expect from others.
- Our role includes building quality relationships with people in the community, thus, fostering mutual respect and support for public safety.
- That crime is an effect, and our role includes dealing with the human condition which causes crime and violent behavior.
- We must utilize appropriate methods and systems to hold people accountable for their behavior.
- We can educate members of our community in crime prevention and help them in establishing personal safety habit.

STATEMENT OF AUTHORITY AND MANAGEMENT:

The Chief of the Department of Public Safety (DPS) is the chief executive of the department. He or she shall be responsible for the execution of those duties that are prescribed and mandated under the laws of the State of New York, the policies and procedures of Syracuse University and all other applicable local, state and federal mandates. **(12.2.1 b) (12/02/16)**

The Chief shall be the final authority in all matters of interest and/or concern that may come to the attention of the department as a matter of issue or law.

The Chief shall have authority to establish managerial and operational standards for the department including, but not limited to, the following:

- Determining the standards of service to be offered by its offices and members
- Directing, hiring, promoting, appraising, transferring, assigning, retaining employees; and suspending, demoting, discharging or taking disciplinary action against employees
- Maintaining the efficiency of department operation
- Determining the methods, means and personnel by which such operations are to be conducted
- Taking whatever appropriate actions may be necessary to carry out the mission, policies and functions of the department
- Establishing any reasonable rules, regulations or procedures

In the absence or unavailability of the Chief, the Associate Chief of Public Safety, Law Enforcement and Community Policing shall exercise the authority and responsibility of the Chief. **(12.1.2 a)**

RULES OF CONSTRUCTION and SAVINGS CLAUSE

The provisions, rules and regulations contained in this manual and any amendments thereto shall be construed, interpreted and enforced at all times in accordance with the Due Process requirements of the United States Constitution and the Constitution of the State of New York. If any provision, rule or regulation contained in this manual, or any amendment thereto is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the remaining portion of the manual or the application thereof to other persons and circumstances.

PART 1

PROFESSIONAL CONDUCT TABLE OF CONTENTS

PART 1 TABLE OF CONTENTS / Sub Section Titles

- 1.1 Know and comply with rules, procedures.
- 1.2 Know and perform duties.
- 1.3 Command, Supervisory enforcement responsibility.
- 1.4 Requirement to report violations.
- 1.5 Maintain department manuals and directives.
- 1.6 Manuals, documents, etc. are confidential.

- 1.7 Know and enforce laws, ordinances, University rules and regulations.
- 1.8 Take appropriate law enforcement action.
- 1.9 Chain of Command.
- 1.10 Orders to be lawful and from competent DPS authority.
- 1.11 Obedience to orders and instructions.
- 1.12 Amending or countermanding orders. Conflicting orders.
- 1.13 Command, Supervisory officers demonstrate good example.
- 1.14 Courtesy and respect.
- 1.15 Derogatory statements prohibited.

PART 1
PROFESSIONAL CONDUCT (4.1.1) (26.1.1)

- 1.1 Members shall know and comply with all rules of conduct, regulations, procedures and directives established under the authority of the Chief.
 - 1.1.1 Negligence, reluctance, failure, to comply will make a member subject to disciplinary action.
 - 1.1.2 Provisions of any article, rule or procedure may be waived at the discretion of the Chief.
- 1.2 Members shall know the duties and responsibilities of their assignment and shall perform their duties as assigned or directed without unnecessary delay.
- 1.3 Command and supervisory officers shall equally and impartially enforce department rules of conduct, regulations, procedures and directives.
- 1.4 Members shall report, without unnecessary delay, dereliction of duty or prohibited conduct when observed or brought to their attention, to competent DPS authority.
- 1.5 Members shall maintain, in a neat and orderly fashion, all manuals and directives issued to them by the department. These shall be kept current and must be revised as necessary.
- 1.6 All manuals, directives and other department documents are confidential and are the property of the University. The safety and security of those documents are the responsibility of department members to whom they are issued.
 - 1.6.1 No member shall provide or transmit copies or disclose the contents of any department document without proper authorization.
- 1.7 Members shall maintain sufficient knowledge of Federal, State, and local statutes, as well as University rules and regulations, to enable them to adequately perform their duties and shall endeavor to remain current relative to any new changes in laws, statutes, or provisions.
 - 1.7.1 Members shall enforce the law, rules and regulations equally and without bias.
(1.2.9 a)

- 1.8 Members shall, at all times on duty, take appropriate and necessary law enforcement action whenever a crime or serious incident is observed or brought to their attention.
 - 1.8.1 Appropriate and necessary law enforcement action shall include, but not be limited to:
 - a. apprehend violators, and/or
 - b. lend assistance, and/or
 - c. promptly notify proper authority.
- 1.9 Members shall follow the Chain of Command as the official course for transmitting oral or written communications. Exceptions may be made in emergency situations, or when properly excused by competent DPS authority, or when time or circumstances do not permit. **(12.1.3)**
- 1.10 Orders shall be issued only by competent DPS authority. All orders shall be lawful, in accordance with rules and regulations, in the proper form, and communicated in a clear, understandable and civil manner. **(12.1.3)**
- 1.11 Members shall, without unnecessary delay, obey all lawful oral or written orders and instructions issued by competent DPS authority **(12.1.3)**
- 1.12 Members, when transmitting orders from higher authority, shall not amend or countermand the orders without good reason, nor shall they intentionally convey a misinterpretation of orders.
 - 1.12.1 All members shall, upon receipt of an order conflicting with any previous order or instruction, advise the member issuing the second order that a conflict exists. Unless it is amended or retracted, the last order shall stand. **(12.1.3)**
- 1.13 Command and supervisory officers shall demonstrate by example, proper demeanor and desirable attitudes.
- 1.14 Members shall be courteous and respectful in all official contacts.
- 1.15 Members shall, in all official contacts, refrain from expressing derogatory statements relative to other members of the department.

PART 2

PUBLIC CONTACTS TABLE OF CONTENTS (4.1.1) (26.1.1)

PART 2: TABLE OF CONTENTS / Sub Section Titles

- 2.1 Courtesy with public. Provide name and shield.
- 2.2 Tactful, prompt service to public.
- 2.3 Reluctance or evasiveness. Unnecessary referrals.
- 2.4 Lack of diligence, industry.
- 2.5 Remain calm, patient. Firmness, force when necessary.
- 2.6 Harsh, abusive language.
- 2.7 Unnecessary force.
- 2.8 Prohibited actions or conduct (Sleeping, congregating, etc.).

- 2.9 Care for persons during safety escorts and transportation.
- 2.10 Treatment of persons during contact with DPS.
- 2.11 Present DPS Identification in person and
- 2.12 Identify self over the phone

PART 2
PUBLIC CONTACTS

- 2.1 Members shall be courteous and respectful in their official dealings with the public, students, faculty, staff and visitors. Members shall provide their name and badge number upon request. .
- 2.2 Members shall be tactful, helpful, willing and prompt in rendering assistance or service to the community.
- 2.3 Members shall not be reluctant or evasive in the performance of their duties, nor shall they cause unnecessary referrals to other persons, sections or agencies.
- 2.4 Members shall refrain from idleness, laxity or other conduct that exhibits a lack of diligence or industry or which serves to detract from the mission of the department.
- 2.5 Members shall remain calm, composed and patient in the discharge of their duties. Members should when necessary, however, act with sufficient firmness or force to carry out a duty.
- 2.6 Members shall refrain from harsh, profane, insolent, or derogatory language while on duty.
- 2.7 Members shall not subject any person to duress, brutality or unnecessary physical force. **(1.3.1)**
- 2.8 Members shall refrain from actions or conduct while on duty which may discredit a member or the Department. These actions shall include but not be limited to: sleeping, congregating, fighting, profanity or horseplay.
- 2.9 Members, when providing safety escorts or transporting persons shall assure such persons' safety and security.
- 2.10 Members, when in contact with, interviewing or interrogating persons shall treat such persons' humanely, with justice and fairness.
- 2.11 Members, when on-duty and in contact with the public shall display their DPS personal identification, bearing their picture when asked, if acting in a confidential matter. **(22.2.7 a, b) (06/02/17)**
- 2.12 Members shall identify themselves by name and position when making or receiving an official telephone communication. **(22.2.7 c) (06/02/17)**

PART 3
PROHIBITED CONDUCT, ASSOCIATIONS, PLACES TABLE OF CONTENTS

PART 3: TABLE OF CONTENTS / Sub Section Titles

- 3.1 Alcohol on duty.
- 3.2 Unfit for duty due to alcohol, drugs.
- 3.3 Submit to chemical test.

- 3.4 Gambling on duty.
- 3.5 Avoid criminal associations.
- 3.6 Frequenting locations of criminal activity, violations.
- 3.7 Owning, operating locations of criminal activity, violations.
- 3.8 Assisting suspects, criminals.
- 3.9 Withholding criminal information.
- 3.10 Interfering with investigations.
- 3.11 Self-initiated investigations.
- 3.12 Soliciting, accepting bribes, gifts. Report offers.
- 3.13 Selling official documents.
- 3.14 Endorsing commercial products.
- 3.15 Using official position for personal business.
- 3.16 Engaging in commercial activity on duty.
- 3.17 Disclosing confidential information.
- 3.18 Public statements, addresses.
- 3.19 False, inaccurate statements. Personal opinions.
- 3.20 Political use of official position.
- 3.21 Political fund-raising.
- 3.22 Unauthorized fund-raising for charity, organizations.
- 3.23 Subversive groups, organizations.
- 3.24 Outside influence.
- 3.25 Conduct causing discredit to member or department.
- 3.26 Notification when involved in an investigation.
- 3.27 Inappropriate relationships with students.

PART 3
PROHIBITED CONDUCT, ASSOCIATIONS, PLACES

- 3.1 Members shall not use or possess alcoholic beverages while on duty.
- 3.2 Members shall not be unfit for duty due to the use of intoxicants, drugs or other substances.
- 3.3 Consistent with any applicable contract requirements, members, while reporting for duty or on duty, when directed or with cause, shall submit to a chemical test of their breath, blood or urine.
- 3.4 Members shall not promote or engage in gambling or games of chance while on duty or in an official facility.
- 3.5 Members shall not associate with known criminals, professional gamblers or persons of poor moral character or reputation.

- 3.5.1 Members shall avoid association with any person(s) which would reasonably tend to arouse the suspicion that such associations would affect their integrity or the performance of their duties.
- 3.6 Members shall not frequent or visit establishments or locations where constant and/or flagrant violations of law are known to exist.
- 3.7 Members shall not own, operate, be employed in, maintain a financial interest in, nor benefit in any way from, establishments or locations where constant and/or flagrant violations of law exist. **(22.3.4)**
- 3.8 Members shall not lend assistance or communicate information which may enable any person to evade arrest, investigation or due process of law, or enable them to dispose of or secrete evidence, contraband or information related to criminal activity.
- 3.9 Members shall not intentionally withhold, from proper authority, information related to known or suspected criminal activity.
- 3.10 Members shall not knowingly, or without proper authorization, conduct an investigation or affect an arrest which may interfere with or compromise an existing investigation by any official or law enforcement agency.
- 3.11 Members shall not undertake self-initiated investigations, which are outside their normal scope of responsibility, without notifying, and receiving prior approval from, competent DPS authority. When prior notification and approval is impossible or impractical, such notification shall be made without unnecessary delay.
- 3.12 Members shall not, in their official position, solicit or accept gifts, gratuities or favors intended to cause or reward favorable treatment.
- 3.12.1 All offers of such gifts, gratuities or favors shall be reported to competent DPS authority without unnecessary delay.
- 3.13 Members shall not, without proper authorization, offer, sell or make available for publication; the contents of documents, case histories, photographs or other material related to the business or activities of the Department, or information they become privy to from any other law enforcement agency.
- 3.14 Members shall not use, nor allow the use of, their official position to endorse, certify or discredit a commercial product.
- 3.15 Members shall not use their official position to promote the personal or business interest of any person or organization.
- 3.16 Members shall not engage in commercial or profit-making activities, advertising, vending or soliciting while on duty.
- 3.17 Members shall not disclose confidential Department business or law enforcement information to any person except those officially entitled thereto.
- 3.18 Members shall not, in their official position, make public statements or addresses or grant interviews concerning or on behalf of the University, the department, other officials or other agencies without approval from competent DPS authority.
- 3.19 Members, when making authorized public statements, shall not intentionally convey false or inaccurate information, nor shall they express their personal opinions as being those of the University or the department.

- 3.20 Members shall not use their official position in aid of, or in opposition to, any political candidate, party, club, association or society.
- 3.21 Members shall not, on duty, solicit, collect, or receive money for a political organization or political purpose.
- 3.22 Members shall not engage in fund-raising activities, distribution of literature, or petitioning for charitable, civic or religious organizations while on duty or in an official facility without prior authorization from competent DPS authority.
- 3.23 Members shall not join, support or associate themselves with any subversive organization or any group whose principles or activities may place them in conflict with the proper, impartial or effective performance of their duties.
- 3.24 Members shall not seek or cause the influence of any person or group outside the department for themselves or others in relation to departmental appointments, promotions, assignments or disciplinary actions.
- 3.25 Members shall, whether on or off duty, conduct themselves in a professional manner and be attentive to the public trust and confidence that has been placed in the department and its members. Conduct which may discredit or be prejudicial to the good order, efficiency or discipline of the department is prohibited.
- 3.26 DPS members that become involved with any outside law enforcement agency as a result of that member's conduct, or any member involved in, or made a part of an investigation, or any member made a party to a criminal investigation, must bring that matter to the attention of competent DPS authority without unnecessary delay.
- 3.27 Members shall not engage in dating or sexual relationships with Syracuse University or SUNY ESF undergraduate students. An obvious exception to this regulation is a spouse or domestic partner who qualifies for the employee's tuition benefits.

PART 4
INTERNAL MATTERS TABLE OF CONTENTS

PART 4: TABLE OF CONTENTS / Sub Section Titles

- 4.1 Cooperation required in investigations.
- 4.2 Preventing, dissuading complaint.
- 4.3 False reports. Withholding, altering reports.
- 4.4 Submit firearms, equipment for inspection.
- 4.5 Surrender firearms, equipment when directed.
- 4.6 Prohibited use of uniform, peace officer authority.
- 4.7 Member coaching and counseling
- 4.8 Employee complaint/Grievances

PART 4
INTERNAL MATTERS

- 4.1 Members shall cooperate fully in all law enforcement or departmental investigations that specifically relate to the performance of their duties or alleged violations of departmental rules, regulations, procedures or directives. They shall answer all questions completely and accurately and shall submit all required reports and documentation without unnecessary delay.
- 4.2 Members shall not dissuade or prevent any person from making or submitting a complaint relating to a members conduct or performance of duty.
- 4.3 Members shall not make or submit a report or document which contains information known by the member to be inaccurate, false or improper.
- 4.3.1 They shall not withhold, alter or withdraw a required report or document, nor influence another person to do so.
- 4.4 Members shall, when directed by competent DPS authority, and without unnecessary delay, submit for inspection any firearms, uniform item, University property or department issued credentials or equipment.
- 4.5 Members shall, when directed by competent DPS authority, surrender firearms, credentials, shield, uniforms or any item issued by the department.
- 4.6 Members, when directed by competent DPS authority, shall not wear a department uniform, or any part thereof, or exercise peace officer authority in any manner.
- 4.7 Members shall be provided with coaching and counseling only for the purposes of training, correcting performance deficiencies, correcting behavioral issues and/or providing written notice of training needs, performance deficiencies or behavioral requirements. Coaching and counseling is not used, nor should it be construed as discipline. **(33.1.5)**
- 4.8 Members with complaints (grievances) relating to their work experience have two courses of action depending on their status. Both groups initiate the informal resolution process by contacting their immediate supervisor within 10 days of an incident to attempt to resolve the matter. **(25.1.1)**
- 4.8.1 Employees included in a group covered by a collective bargaining agreement may follow the formal process set forth in their current contract. Refer to the current contract for procedural specifics.
- 4.8.2 Employees not covered by a bargaining agreement may avail themselves of the University's Staff Complaint Process. The link below would apply to staff members who are not in the bargaining unit. http://supolicies.syr.edu/emp_ben/staff_complaint.htm

PART 5
PERSONNEL RULES TABLE OF CONTENTS S

PART 5: TABLE OF CONTENTS / Sub Section Titles

- 5.1 Members subject to call for duty.
- 5.2 Reporting for duty.
- 5.3 Physically capable for duty.
- 5.4 Follow procedure for authorized absence.
- 5.5 Feigning illness or injury. Requesting or obtaining absence falsely.
- 5.6 Reporting to work area. Remain until relieved.
- 5.7 Required attendance documentation.
- 5.8 Residency. Recording address and phone number.
- 5.9 Driver's license required.
- 5.10 Shield, identification card duplication or use by others
- 5.11 Shield and identification card in possession.

PART 5
PERSONNEL RULES

- 5.1 Members are subject to call for duty at all times and shall respond as directed unless excused by competent DPS authority.
- 5.2 Members shall report for duty at the specified time and place, and shall be properly attired and equipped.
- 5.3 Members shall, when reporting for duty, be physically capable of performing assigned duties and associated tasks.
 - 5.3.1 Members who are sworn employees are required to maintain a level of physical fitness that allows them to perform the tasks associated with their position. **(22.3.2)**
- 5.4 Members shall conform to established procedures for obtaining authorization for absence from duty.
- 5.5 Members shall not feign illness or injury or otherwise request or obtain authorization for absence from duty under false pretenses.
- 5.6 Members shall report to their designated duty station or area of assignment at the required time and shall complete required work hours. They shall not leave their area of assignment without authorization or until properly relieved.
- 5.7 Members shall submit, according to established procedures, complete and accurate documentation related to work hours and activities during their tour of duty.
- 5.8 Members shall provide the Department with their residential address and phone number, and shall report any change within 24 hours.
- 5.9 Members shall possess a valid New York State driver's license.
- 5.10 Members shall not allow anyone to possess or duplicate their badge or identification or any departmental equipment.
- 5.11 Members shall possess their badge and identification at all times while on duty.

PART 6
UNIFORM AND APPEARANCE TABLE OF CONTENTS

PART 6: TABLE OF CONTENTS / Sub Section Titles

- 6.1 On duty appearance.
- 6.2 Proper attire.
 - a. Uniform
 - b. Civilian
- 6.3 Off duty, secondary employment in uniform.
- 6.4 Authorized items with uniform.
- 6.5 Care and maintenance of uniform, clothes and equipment.
- 6.6 Uniform alterations.

- 6.7 Physical appearance, cleanliness, grooming.
- 6.8 Hair and shaving styles.
- 6.9 Use of tobacco, gum.
- 6.10 Uniform, equipment inspection.

PART 6

UNIFORM AND APPEARANCE

- 6.1 Members, while on duty, whether in uniform or civilian attire, shall maintain their personal appearance in order to present a professional image.
- 6.2 Members shall be attired in the manner designated for their assignment.
 - a. Uniforms shall conform to established department regulations.
 - b. Civilian clothing, when authorized, shall conform to acceptable general office standards.
- 6.3 Members shall not wear department uniforms, or any part thereof, on outside employment or for other off duty activities, unless authorized by competent DPS authority.
- 6.4 Members shall wear only authorized items on or with the uniform.
- 6.5 Members shall exercise proper care and give proper attention to their uniform, clothing and equipment.
- 6.6 Members shall not alter uniforms without proper authorization.
- 6.7 Members shall maintain good physical appearance, exercise personal cleanliness and be well groomed.
- 6.8 Members shall maintain hair and shaving styles which conform to established department standards.
- 6.9 Members shall, while in uniform in public view, maintain a military bearing and avoid the use of tobacco or chewing gum (discretion may be used during authorized break periods).
- 6.10 Members shall submit to uniform and/or equipment inspection when directed by competent DPS authority. **(53.1.1 a)**

PART 7

EQUIPMENT AND FACILITIES TABLE OF CONTENTS

PART 7: TABLE OF CONTENTS / Sub Section Titles

- 7.1 Use and care of equipment and facilities.
- 7.2 Use only equipment authorized for assignment.
- 7.3 Personal or commercial use of official equipment. Personally owned equipment prohibited.
- 7.4 Unauthorized purchases.
- 7.5 Unauthorized contracts.
- 7.6 Unauthorized access or use.
- 7.7 Report equipment loss or damage.

- 7.8 Report facility damage or misuse.
- 7.9 Damaging or defacing equipment or facilities. Affixing unauthorized materials.
- 7.10 Altering, damaging, removing posted documents.
- 7.11 Use of safety equipment.
- 7.12 Use of communications equipment or telephones.

PART 7
EQUIPMENT AND FACILITIES

- 7.1 Members shall exercise proper use and reasonable care of official equipment and facilities.
- 7.2 Members shall use only that official equipment authorized for their duty assignment.
- 7.3 Members shall not use official equipment or facilities for personal purposes.
 - 7.3.1 Personally owned equipment shall not be used without approval by DPS authority.
- 7.4 Members shall not make unauthorized purchases, transfers, loans, alterations, or disposals of official equipment.
- 7.5 Members shall not enter into contracts for labor or services on behalf of, or otherwise obligate, the University or department without proper authorization.
- 7.6 Members shall not allow unauthorized access to, use, or alteration of equipment.
- 7.7 Members shall report to competent DPS authority, without unnecessary delay, any known or observed loss, damage, theft, misuse or removal of official equipment.
- 7.8 Members shall report to competent DPS authority, without unnecessary delay, any known or observed damage to, or misuse of, official facilities.
- 7.9 Members shall not damage or deface any official equipment or facility, or affix unauthorized materials thereto.
- 7.10 Members shall not alter, damage or remove posted documents.
- 7.11 Members shall, when using or operating official equipment, utilize all provided safety equipment and adhere to all departmentally sanctioned standards and training of said equipment for safe operation. **(41.1.3 a) (41.3.5)**
- 7.12 Members shall comply with established procedures when using or operating official communications equipment or telephones.

PART 8
FIREARMS TABLE OF CONTENTS

PART 8: TABLE OF CONTENTS / Sub Section Titles

- 8.1 Only authorized firearms, ammunition.
- 8.2 Proper care, maintenance, safekeeping.
- 8.3 Authorized firearms while on duty & Exceptions.
- 8.4 Observe safety procedures. Firearms loaded, secured.
- 8.5 Drawing or discharging firearms & Reporting Requirements.

- 8.6 Purchase or acquisition of personal handguns.

PART 8
FIREARMS

- 8.1 Members, while on duty, shall carry or possess only issued/authorized firearms and ammunition. **(1.3.9 a, b)**
- 8.2 Members shall exercise proper care, maintenance and safekeeping of all firearms in their control or possession.
- 8.3 Members authorized to carry firearms shall have a firearm in their possession while on duty. Exceptions may be made when complying with acceptable DPS regulations and/or requirements of courts or institutions where possession of firearms is prohibited or regulated.
- 8.4 Members shall strictly observe safety procedures when using or handling firearms. When on duty, members shall keep firearms loaded and holstered or secured when not in use.
- 8.5 Members shall draw or discharge firearms only in the proper performance of duty. Any on duty or duty-related discharge of a firearm shall be reported to competent DPS authority without unnecessary delay.
- 8.6 Members shall not purchase or acquire handguns solely on the basis of peace officer status and peace officer members must possess a valid NYS Pistol Permit.
- 8.6.1 All purchases or acquisitions shall be in accordance with New York State and/or Federal law.

PART 9
PROPERTY AND EVIDENCE TABLE OF CONTENTS

PART 9: TABLE OF CONTENTS / Sub Section Titles

- 9.1 Process property and evidence according to procedure.
- 9.2 Misuse or altering property or evidence.
- 9.3 Destruction or disposition of property or evidence.

PART 9
PROPERTY AND EVIDENCE
(84.1.1) (84.1.2) (84.1.6) (84.1.7)

- 9.1 Members shall process, according to established procedures, all property and evidence that come into their possession
- 9.2 Members shall not misuse, misappropriate or alter any item of property or evidence recovered by, or surrendered to, the department.
- 9.3 Members shall follow established procedures for the destruction or disposition of property and evidence.

PART 10
PERSONS IN CUSTODY TABLE OF CONTENTS

PART 10: TABLE OF CONTENTS / Sub Section Titles

- 10.1 Searching, handcuffing.
- 10.2 Safety, security.
- 10.3 Safeguarding property.
- 10.4 Justice and fairness

PART 10
PERSONS IN CUSTODY

- 10.1 Members, when arresting or taking persons into custody, shall search and handcuff them according to established procedure. **(70.2.1)**
- 10.2 Members, when arresting, taking into custody, transporting or detaining persons shall assure such persons' safety and security. **(70.2.1)**
- 10.3 Members, when arresting or taking persons into custody, shall assure that such persons' property is safeguarded.
- 10.4 Members, when arresting or taking persons into custody shall treat such persons' humanely, with justice and fairness

PART 11
COURTS AND TESTIMONY TABLE OF CONTENTS

PART 11 TABLE OF CONTENTS / Sub Section Titles

- 11.1 Notification when subpoenaed.
- 11.2 Witness for defense or against government.
- 11.3 Conduct and appearance.
- 11.4 Commencing a criminal or civil action.
- 11.5 Influencing a disposition.
- 11.6 Recommending attorneys' or bondsman. Posting bail.

PART 11
COURTS AND TESTIMONY

- 11.1 Members, receiving from non-department sources, a subpoena or notice to appear at a judicial or official proceeding, shall assure that competent DPS authority is notified as soon as practical.
- 11.2 Members shall make immediate notification to the department when required as a witness for the defense in a criminal action or in an action against a government entity or the university.

- 11.3 Members, when appearing at a judicial or other official proceeding, shall be properly prepared, punctual, suitably attired, and shall conduct themselves in a professional manner.
- 11.4 Members shall notify competent DPS authority, without unnecessary delay, upon commencing a civil or criminal action resulting from a duty-related occurrence or their exercise of peace officer authority.
- 11.5 Members shall not, without approval of competent DPS authority, take action on the part of any person in an effort to influence a disposition in a judicial or official proceeding.
- 11.6 Members shall not recommend the name, or secure the services, of an attorney or bail bondsman for any person. Members shall not post bail for a defendant (unless the defendant is a part of the member's immediate family).

PART 12 **TERMINOLOGY**

Definitions of Words and Terms Used in this Manual:

Agency: A law enforcement organization; a unit of a university, or municipality, State or Federal government.

Arrest: Take into custody by legal authority.

Assignment: A member's regular or temporary duty; specifically designated duties or tasks.

Assignment, area of: A post; location or geographic area to which members are assigned.

Authority: The power to command, require obedience or to discipline others.

Chain of Command: The unbroken line of authority extending from the Chief through a single subordinate at each level of command descending to the level of execution and return.

Command Officer: A member assigned by competent DPS authority to direct the operation of a Subdivision of the department

Command: To order or require.

Competent DPS authority: The Chief, or his/her designees, in a position of command or authority over other members; orders, directives, procedures, or rules that require or prohibit actions or conduct.

Custody: In the control of or under guard by a public servant pursuant to an authorized arrest or an order of the Courts.

Department, The: Syracuse University Department of Public Safety.

Directive: A written or printed form of instructions or information issued to members; a verbal order.

Document: Written or printed matter that furnishes information or evidence; a written report, directive, memo.

Duty: Actions or conduct required of members; prescribed assignments.

On Duty: The state of a member when actively engaged in or subject to assignment to duties.

Off Duty: The state of a member when not actively engaged in, or available for, prescribed duties.

Duty Station: Place of assignment.

Evidence: Material or property of a probative nature which, when linked with proper testimony, would tend to prove or disprove a point of fact.

Firearm: Handguns issued or approved for official use.

Firearm, Authorized: A personally owned handgun, carried by members with department approval.

Investigation: A law enforcement-related inquiry intended to establish facts or gather information.

Members: All sworn and non-sworn employees of the Syracuse University Department of Public Safety.

Official Contacts: Duty-related contacts or communications with other law enforcement and/or university or government officials or agencies.

Official Equipment: Materials owned or possessed by the department or University and issued to, supplied for, or used by members to accomplish their duties.

Official Facility: A structure or property owned or utilized by the department or University.

Official Position: A member's standing as a result of their employment with the department.

Official Proceeding: A formal hearing or inquiry intended to establish facts or gather information.

Campus Peace Officer Authority: The enforcement power vested in a sworn member by law.

Procedure: A specific method or course of action prescribed by the department; an established or adopted practice.

Professional Image: Visible representation, through military bearing and behavior, which conveys a favorable public impression.

Proper Authorization: Prior approval from competent DPS authority.

Property: All items of monetary or personal value to be held until returned to owner or otherwise properly disposed of.

Public Contacts: Duty-related contacts or communications with the general public.

Regulations: Standards established to prescribe, direct, manage, or control.

Rules of Conduct: Formal statement of required or prohibited conduct.

Shield: Department issued or authorized badge.

Subversive: Tending to subvert or overthrow a legally constituted government or unit of government.

Supervisory Officer: A member assigned by competent DPS authority to oversee the duty-related activities of members of equal or lower rank.

Tenure: Period of active employment.

Tour of Duty: On duty.

Unnecessary Delay: To put off or avoid, without good reason, for a period of time longer than necessary.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Formatted / CALEA Standards added to entire document	05/09/2012
2	Values Section updated to reflect DPS Values Page 7	05/09/2012
3	Mission/Vision/Objectives/ Internal Principles/Auth & Mgmt.	09/21/2012
4	Changes made to Organizational Philosophy pg. 5	01/31/2014
5	Changes made to Internal Organizational Principles pg. 6	02/04/14
6	IACLEA Revisions – Oath of Office	09/30/15
7	Reviewed/ Revised re Chief's Authority, & FLSA	12/02/16
8		
9		