

**I. GENERAL PROVISIONS**

All employees shall be responsible for thorough familiarity with and adherence to all rules, regulations, procedures, and orders issued by the Lucas County Sheriff's Office whether contained in this volume or elsewhere.

**1. Law Violations**

All employees shall abide by all federal and state laws, and all municipal ordinances.

Any charge against an employee must be reported to employee's immediate supervisor at the earliest convenience.

A conviction for the violation of any federal, state law or municipal ordinance, will be construed as a violation of this rule (except for minor traffic offenses.)

**2. Associations/Consorting**

- a. Every employee should avoid regular or continuous off-duty associations or dealings with persons whom the employee knows, or should know to be involved in criminal activity.
- b. This section also applies to off-duty associations with persons known to be under investigation or indictment, and to persons whose reputations in the community involve felonious or criminal behavior.
- c. Associations with such persons are allowed only as specifically necessary to perform official duties, or where unavoidable because of other personal relationships of the employee.
- d. Except in the line of duty, no employee shall knowingly visit or frequent a house of prostitution, gambling house, after-hours club or other establishment wherein federal or state laws, or municipal ordinances are regularly violated.

**3. Habitual Rules Violations**

Any employee who is found guilty of three or more rules violations within twelve (12) months shall be considered a habitual offender and in violation of this rule.

**II. CONDUCT – GENERAL PROVISIONS**

**4. Conduct Subversive/Prejudicial to the Good Order and Discipline of the Office of the Sheriff**

No employee shall engage in any conduct, whether word or deed, which undermines or impairs the proper functioning of the Office. No employee shall intentionally leave his or shift early to avoid being forced over to the next shift.

**5. Conduct Unbecoming an Employee of the Lucas County Sheriff's Office**

All employees must conduct themselves in such a manner as to never reflect poorly on the good image of the Office of the Sheriff and/or its employees. Professionalism and proper conduct is expected from all employees.

**6. Racial and Sexual Remarks and/or Harassment / Immoral Conduct**

No employee is permitted to make sexual and/or racial remarks to fellow employees, inmates or members of the general public.

No employee of the Lucas County Sheriff's Office is permitted to either deliberately or unintentionally harass fellow employees, members of the general public, or people in the custody of the Lucas County Sheriff's Office. Harassment is defined as unwelcomed conduct that is based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or genetic information. It should also be known that a person does not have to be the specific target of harassment to feel harassed. Harassment may occur without economic injury to, or the discharge of, the victim.

All employees are expected to conduct themselves on and off duty according to generally accepted standards of morality according to the community and not bring the Office into disrepute

**7. Department Cooperation**

Every employee must cooperate with any other employee or agency in the interest of proper and efficient completion of assigned duties.

**8. Language**

No employee is to use profane, indecent, disrespectful, harassing, offensive or unnecessarily harsh language while on duty, or otherwise, when representing the Lucas County Sheriff's Office.

**9. Discourteous Treatment / Demeanor**

Every employee is to conduct him/herself courteously when dealing with the public, with superior officers, and with co-workers even in the face of extreme provocation.

Every employee is expected to project an image and demeanor befitting the dignity of his/her position as a representative of the Lucas County Sheriff's Office.

**10. Dishonesty / Truthfulness**

No employee shall conduct himself/herself, on or off duty, in any way that is found to have involved dishonorable or dishonest actions which reflect poorly on the Office of the Sheriff or the employee.

Any employee ordered by the Sheriff or his/her designee to answer questions about his/her conduct on or off duty, as it relates to the order and discipline of the Lucas County Sheriff's Office, must answer truthfully.

**III. CONDUCT – NEGLECT / FAILURE TO PERFORM / IMPROPER PERFORMANCE**

**11. Neglect of Duty**

No employee shall fail to perform his/her official duty or fail to comply, by act or omission, with any law or written directive of the Lucas County Sheriff's Office.

**12. Inattention / Carelessness in Performance of Duties**

Every employee must take great care and give proper attention to the correct performance of duties.

**13. Malfeasance**

No employee shall commit any unlawful act while representing the Lucas County Sheriff's Office.

**14. Misfeasance**

No employee shall use unlawful means to accomplish a lawful end while representing the Lucas County Sheriff's Office.

**15. Nonfeasance**

Employees shall perform those functions mandated by law and the Lucas County Sheriff's Office regulations and procedures.

**16. Court Appearances**

All employees are expected to report promptly and in full uniform, when indicated, for all court sessions to which they have been subpoenaed.

**17. Incompetency or Inefficiency**

All employees must perform their duties competently and efficiently according to established procedures. Any action or course of conduct judged to be deviating from competent performance will be considered a violation of this rule.

**18. Interfering with the Cause of Justice**

No employee is permitted to interfere with any part of the judicial process, directly or indirectly, on behalf of any person. No employee is permitted to interfere, directly or indirectly, with the lawful arrest or booking process of any person.

**19. Intervention**

No employee is permitted to interfere with any cases, internal or in the court system, under investigation by another employee. No employee is to undertake or participate in any investigation, internal or criminal, not specifically authorized as part of his/her job duties, except when immediate police action is required in life-threatening situations.

**IV. INSUBORDINATION**

**20. Insubordination**

All employees are required to obey all reasonable and lawful orders of superior officers. Any employee who refuses to answer questions concerning his/her or other employees' activities as an employee of the Lucas County Sheriff's Office, when ordered to do so by the Sheriff or his/her designee, is guilty of insubordination and subject to disciplinary action. All employees are to show proper respect, in word and deed, for superior officers.

All employees are expected to fully cooperate with the Internal Affairs Bureau staff or any other employee of the Sheriff's Office conducting an internal investigation.

**V. ABUSE OF AUTHORITY**

**21. Abuse of Authority**

No employee is permitted, on or off duty, to exceed the limits of his/her legal authority.

**22. Recommendation of Counsel**

No employee, while acting in their official capacity, shall do any of the following:

- Recommend legal counsel
- Recommend a bail bondsman
- Offer legal advice
- Offer case-related information if not directly involved in the case

**23. Extracting Favors, Gifts, Gratuities**

No employee is to accept or solicit money, gifts or gratuities including food, beverages, personal property, promises, services, entertainment and the like, rewards, or compensation for performing or failing to perform statutorily required duties.

No employee is to accept any reward from any person, organization or business which seeks from such reward to influence the conduct of official business.

**24. Endorsements**

No employee is allowed to use his/her position with, or the uniform of, the Lucas County Sheriff's Office to recommend any product, service, or business unless authorized by the Sheriff.

**25. Issuing Cards or ID Badges**

No employee shall issue calling cards, badges or other material implying that the bearer enjoys special privileges or relationships for the purpose of avoiding police action.

**VI. USE OF FORCE**

**26.** All employees are expected to adhere to the provisions of the Use of Force Policy. See the current "Use of Force" policy in the Policy and Procedures Manual.

**VII. DUTY POST**

**27. Absence From Post or District**

No employee is permitted to be absent from his/her assigned post or district without proper authorization or cause. Unauthorized absence from post or district will be considered a violation of this rule. No employee, while on duty, shall visit or otherwise unnecessarily stay in places other than his/her duty station or district. No employee, while on duty, whether in or out of uniform, is permitted to loiter in bars, restaurants, theaters, gas stations, stores or elsewhere in his/her district except as required in the line of duty.

**28. Improper Patrolling of District / Post**

All employees assigned to a post or district are expected to follow proper procedures established for patrolling said post or district. All Corrections employees are expected to make security rounds in the Lucas County Correction Center as required by the Procedures Manual.

**29. Duty Time Limited to Lucas County Sheriff's Office Business**

No employee is permitted to conduct commercial enterprises or personal business during duty hours.

**30. Sleeping or Lounging On Duty**

Every employee is expected to remain alert during his/her tour of duty. No employee is to sleep or appear to sleep or nap while on duty, whether in a building or vehicle. Examples of sleeping violations include, but are not limited to, hiding or attempting to hide so as to sleep or appear to sleep and/or clearing space and gathering materials (blankets, pillows, etc.) so as to be able to lie down. Lying down while on duty is an automatic violation of this rule.

## **VIII. REPORTS, DOCUMENTS, INFORMATION**

### **31. False or Improper Reports / Altering Facts, Reports or Documents**

No employee shall intentionally file a report that is found to be false, improper or incomplete. No employee is permitted to intentionally alter facts in reports filed, or to purposely change the content of reports or other official documents. Intentionally filing or altering any document may result in criminal charges.

### **32. Logs**

All employees are expected to maintain the appropriate logs relevant to their assignment, pursuant to established policy and procedure.

### **33. Withholding Evidence / Information**

Any employee who is privy to evidence or other information concerning criminals, criminal activity, or other matters of interest to the department (e.g., internal investigations), must report such information to the proper authority. Failure to do so may result in criminal charges.

### **34. Divulging Information / Public Statements / Public Appearances**

All employees are forbidden to divulge to any person, whether co-workers, the general public, or the news media, any confidential information about the Lucas County Sheriff's Office without prior consent of the Sheriff or his/her designee.

No employee is to act as a spokesperson for the Lucas County Sheriff's Office unless specifically designated by the Sheriff or his/her designee.

No employee is to make public statements about the Lucas County Sheriff's Office nor make public appearances of any kind, in or out of uniform, as a representative of the Lucas County Sheriff's Office without specific prior consent of the Sheriff or his/her designee.

### **35. Reports of Misconduct / Duty to Intervene**

Every employee must report to the proper authority any misconduct he/she has witnessed involving another employee.

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, safely intercede to prevent the use of such excessive force. The officers shall report to the proper authority any misconduct he/she has witnessed involving another employee.

### **36. Identification**

While on duty or off duty, while acting in an official capacity, every employee must furnish his/her name and place of employment when asked by any person

requesting such information, except when withholding such information is necessary to one's duties.

On-duty employees will carry with them their Lucas County Sheriff's Office identification card and/or badges. All employees in civilian clothes in the Correction Center must be able to provide their identification card upon reasonable request.

Off-duty employees must identify themselves by name and Lucas County Sheriff's Office whenever they take official police action.

**IX. ALCOHOL and/or DRUGS OF ABUSE**

**37. Reporting for Duty While Under the Influence of Alcohol and/or Drugs of Abuse**

No employee is permitted to report for duty under the influence of alcohol and/or drugs of abuse or with alcohol on their breath.

**38. Consumption of Intoxicants While On Duty or in Public**

No employee is permitted to consume any intoxicants while on duty, while projecting, or while in full or partial uniform in a public place except as necessary in the performance of an official assignment with prior supervisory approval (and while on official assignment, shall not consume intoxicants to such a degree that impairs his/her on-duty performance.)

Except as required in the line of duty, no employee shall, while in full or partial uniform, enter an establishment where the sale of alcohol is the primary business.

**39. Consumption of Drugs of Abuse and/or Controlled Substances**

No employee shall consume, on or off duty, any drugs of abuse and/or controlled substances that have not been legally prescribed to that employee.

**40. Possession of Drugs of Abuse and/or Controlled Substances**

Except in the line of duty, no employee shall have in his/her possession or control, on or off duty, any drugs of abuse and/or controlled substances that have not been legally prescribed to that employee and/or a member of his/her immediate family.

**X. SHERIFF'S OFFICE EQUIPMENT / VEHICLES**

**41. Sheriff's Office Equipment**

All employees are responsible for the proper maintenance, upkeep and secure retention of all Lucas County Sheriff's Office equipment and fixtures, and any equipment issued to them.

**42. Misappropriation of Property**

No employee may use or take for his/her own use, Lucas County Sheriff's Office, County or State property, or any evidence or found property. No Lucas County Sheriff's Office, County or State property may be used or altered for use off duty.

**43. Safe Driving**

Every employee who operates a Lucas County Sheriff's Office vehicle must do so in a safe and responsible manner. All employees who operate Sheriff's Office vehicles will use seat and shoulder belts.

**44. Operation of Sheriff's Office Vehicles**

Lucas County Sheriff's Office vehicles are never to be used to tow or push other vehicles, unless equipped with a push bar; nor is any Sheriff's Office vehicle to be towed by anything other than an authorized towing service.

**45. Riders**

No employee is to allow passengers in Lucas County Sheriff's Office vehicles except as needed in performance of duty or as authorized by the Sheriff or his/her designee.

**46. Repair / Alteration of Equipment**

No employee is permitted to repair or to alter Lucas County Sheriff's office equipment or fixtures without proper authorization.

**47. Personal Use of Sheriff's Office Communications Devices**

No employee is permitted to use any Lucas County Sheriff's Office communications device including, but not limited to, radios, telephones, intercoms, copy machines, LEADS and NORIS machines, letterhead or envelopes for his/her personal use.

No employee is permitted to make personal long distance telephone calls from telephones under the control of the Lucas County Sheriff's Office if the Sheriff's Office or County would be billed for such call.

**XI. UNIFORM / Demeanor**

**48. Full Uniform in Public**

Every employee is expected to be in full uniform, as directed by job description, while on duty or when acting as a representative of the Lucas County Sheriff's Office, or while wearing the uniform in the course of off duty employment. (See "Uniform Code" in Policy and Procedure Manual.)



**49. Smoking in Public**

An employee shall not smoke or use tobacco in any form while engaged in any departmental business which requires personal or face-to-face contact with any citizen, or while engaged in any official department business. Employees shall not smoke in any building, facilities, structures or vehicles owned, leased, or operated by the Sheriff's Office.

**50. Physical / Psychological Examination**

All employees are expected to submit to a physical and/or psychological examination if ordered by the Sheriff. Every employee is expected to remain fit for duty.

**51. Reporting for Duty**

Every employee is required to report for duty on time, as scheduled, in the complete uniform appropriate to his/her assignment. Every employee must report for duty mentally and physically able to carry out his/her assigned tasks. Every employee must be properly equipped and aware of all information required for proper performance.

**XII. PERSONNEL MATTER VIOLATIONS**

**52. Reporting Off Sick**

If an employee will be off sick, they must make an entry into the VCS system at least one hour prior to the start of his/her duty tour. In the unlikely event an employee is unable to log into VCS, they must contact Main Control at least one hour prior to the start of duty tour to report off sick. See the current policy and procedures manual for your section for additional "reporting off sick" requirements.

**53. AWOL**

No employee is permitted to be absent from work without the approval of the shift commander or a higher authority of the Lucas County Sheriff's Office. This includes mandatory, scheduled training.

**54. Abuse of Sick Time**

No employee is to abuse the privilege of sick leave. Any obvious abuse, such as working at another job while on sick leave, or any established pattern in the use of sick leave (e.g., consistently using sick time immediately preceding and following days off, vacation, etc.) will be construed as a violation.

**55. Gambling Establishments**

Except as necessary in the performance of an official assignment, no employee is permitted to enter a casino or other gambling establishment while in full or partial uniform. No employee, while on or off duty, is permitted to engage in any game of chance in any public establishment while in full or partial uniform.

**56. Fictitious Illness / Injury**

No employee shall feign illness or injury or otherwise attempt to deceive any department official or representative concerning the condition of the employee's health.

**57. Personal Telephone Numbers and Residence Addresses**

All employees must furnish the Personnel/Payroll office their current personal telephone number and residence address. Whenever a change of address and/or phone number is made, such change must be reported to the Personnel/Payroll office no later than the end of the next business day following the change of address and/or telephone number.

No employee is permitted to release the home telephone numbers or personal cell phone numbers of any other employee of the Lucas County Sheriff's Office without authorization by the employee involved or the Sheriff or his/her designee.

**XIII. OFF-DUTY CONDUCT**

**58. Weapons**

Every deputy sheriff authorized to carry off-duty weapons and/or restraining devices must always carry his/her Sheriff's Office identification card and badge when carrying such weapon or device.

**59. Police Powers / Action**

Off-duty employees who have police powers shall handle only emergencies requiring immediate police action until the arrival of police officers from the agency having jurisdiction. All other matters are to be referred to the police agency having jurisdiction.

Off-duty employees who are not deputy sheriffs have no law enforcement powers beyond those of the general public, and are not permitted to act as police officers in emergency situations.

See "Critical Incident Reporting" in the Policy and Procedures Manual.

**60. Off-Duty Employment**

No employee is permitted to work off duty, whether in a police or private capacity, without prior written approval of the Sheriff. Approval of all off-duty jobs must be renewed annually.

Such employment must not interfere with the duty hours of the employee, or with his/her ability to function on duty. Such employment must not detract in any way from the good image of the Lucas County Sheriff's Office.

See "Off-Duty Employment" in the Policy and Procedures Manual