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## CODE OF CONDUCT

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### **700.1 Respect for Constitutional Rights**

No person has a constitutional right to violate the law, nor may any person be deprived of their constitutional rights because of being suspected of having committed a crime. The task of determining the constitutionality of laws rests with the court of proper jurisdiction, not with a police officer who seeks to properly enforce the law as it exists. Therefore, a police officer may enforce any state statute or local ordinance that is valid on its face without fear of abrogating the constitutional rights of the person violating that statute or ordinance. A police officer, who lawfully acts within the scope of authority, does not deprive persons of their civil liberties. The officer may, within the scope of authority, make reasonable inquiries, conduct investigations and arrest on probable cause or warrant. Anything less than reasonable conduct violates the sanctity of the law which the police officer is sworn to uphold.

### **700.2 Criticism of Criminal Justice System (Refer also to Article IV, 4-23)**

The Department shares responsibility with the judiciary and other law enforcement and prosecution agencies in the criminal justice system. All elements of the system work toward common objectives and each element is functionally complimentary. The cooperative and harmonious working relationships, which are essential in attaining these objectives, are impaired by unnecessary criticism of others engaged in the administration of criminal justice. For that reason, employees should be aware of the effect upon law enforcement and should not make any comments which might be interpreted as being critical of other law enforcement or prosecution agencies, or individual members of the judiciary. However, it is not intended that there be any infringement of an employee's right to express personal views regarding the criminal justice system in general, or any trends which seem destructive in its efficiency.

### **700.3 Police Action Based on 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.

### **700.4 Judgment**

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.

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.

### **700.5 Personal Bearing**

Employees shall not use unnecessary harsh, profane or vulgar language when dealing with members of the public or fellow employees in an official capacity.

**700.5.1** Employees shall maintain personal habits of cleanliness and good hygiene.

### **700.6 Obedience - Laws and Orders**

Employees shall obey the laws of the United States and the State of California; Board of Trustees' Rules and Regulations; local city ordinances; Parking Traffic Regulations of the University; Staff Human Resources rules; Department orders and lawful orders of the court.

700.6.1 In the event of improper action or breach of conduct, it will be presumed that the department member was familiar with the law, rule/regulation, procedure or policy in question.

700.6.2 All Police Department employees shall notify their Division Commander Within 24 hours of any arrest, criminal incident, or allegation of other misconduct, which could result in the employee being criminally prosecuted. Notifications to the Division Commander should be made via phone or in person. If a department employee is given a motor vehicle citation infraction or may be named in a police report as a witness or reporting party they may report this verbally on their next regular assigned day to work to their supervisor.

### **700.7 Obedience to a Lawful Order (Refer also to Section 400.23)**

Employees shall obey the lawful orders, verbal or written, of their supervisors.

700.7.1 Should the order conflict with a previous order, policy, direction or instruction, whether issued by a supervisor or as a Departmental order, the employee may respectfully bring such conflict to the attention of the supervisor issuing such conflicting order.

700.7.2 If the supervisor does not alter the order to eliminate conflict, the order shall stand and the employee shall obey.

700.7.3 After the order has been complied with, the employee may request that a higher ranked supervisor review the conflict for a resolution.

700.7.4 No supervisor shall deny a review by the higher supervisor.

700.7.5 An employee's disagreement with a lawful order, where no conflict exists, does not warrant a request for review on face value. The merits of the request will be judged by the reviewing supervisor.

700.7.6 The failure or deliberate refusal of any employee to obey the lawful order of a supervisor or other person placed in temporary charge shall be considered insubordination and may be subject to disciplinary action, up to and including termination.

### **700.8 Inquiries**

Employees, who may have occasion to inquire as to their official duties, responsibilities or benefits concerning any matters whatsoever, shall seek information from their immediate supervisor.

**700.8.1** Where established chains of information exist outside the immediate supervisor, the immediate supervisor shall be advised that the employee is seeking information from the other chain. Subject matter need not be disclosed.

### **700.9 Use of Force**

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

#### **700.9.1 DEFINITIONS**

Definitions related to this policy include:

**Deadly force** - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

#### **700.9.2 POLICY**

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

##### **700.9.2.1 DUTY TO INTERCEDE**

1. 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, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

#### **700.9.3 USE OF FORCE**

Officers shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

#### **700.9.3.1 USE OF FORCE TO EFFECT AN ARREST**

Any peace officer may use objectively reasonable force to effect an arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

#### **700.9.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE**

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- a. The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).
- b. The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- c. Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- d. The conduct of the involved officer (Penal Code § 835a).
- e. The effects of drugs or alcohol.
- f. The individual's apparent mental state or capacity (Penal Code § 835a).
- g. The individual's apparent ability to understand and comply with officer commands (Penal Code § 835a).
- h. Proximity of weapons or dangerous improvised devices.
- i. The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

- j. The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
- k. Seriousness of the suspected offense or reason for contact with the individual.
- l. Training and experience of the officer.
- m. Potential for injury to officers, suspects, and others.
- n. Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- o. The risk and reasonably foreseeable consequences of escape.
- p. The apparent need for immediate control of the subject or a prompt resolution of the situation.
- q. Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- r. Prior contacts with the subject or awareness of any propensity for violence.
- s. Any other exigent circumstances.

#### **700.9.3.3 PAIN COMPLIANCE TECHNIQUES**

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- a. The degree to which the application of the technique may be controlled given the level of resistance.
- b. Whether the person can comply with the direction or orders of the officer.
- c. Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

#### **700.9.3.4 CAROTID CONTROL HOLD - THIS SECTION SUSPENDED 06/05/2020**

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

- a. The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.
- b. The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:
  - 1. The subject is violent or physically resisting.
  - 2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

- c. The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:
  1. Females who are known to be pregnant
  2. Elderly individuals
  3. Obvious juveniles
  4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries
- d. Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.
- e. The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.
- f. Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
- g. The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

#### **700.9.3.5 USE OF FORCE TO SEIZE EVIDENCE**

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the CSU Long Beach Police Department for this specific purpose.

#### **700.9.4 DEADLY FORCE APPLICATIONS**

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers should evaluate the use of other reasonably available resources and techniques when determining whether to use deadly force. The use of deadly force is only justified in the following circumstances (Penal Code § 835a):

- a. An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person.
- b. An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately appre-



hended. Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Officers shall not use deadly force against a person based on the danger that person poses to him/herself, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An officer’s subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

#### **700.9.4.1 SHOOTING AT OR FROM MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

#### **700.9.5 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

##### **700.9.5.1 NOTIFICATION TO SUPERVISORS**

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- a. The application caused a visible injury.
- b. The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- c. The individual subjected to the force complained of injury or continuing pain.
- d. The individual indicates intent to pursue litigation.
- e. Any application of a TASER device or control device.
- f. Any application of a restraint device other than handcuffs, shackles or belly chains.
- g. The individual subjected to the force was rendered unconscious.

- h. An individual was struck or kicked.
- i. An individual alleges any of the above has occurred.

#### **700.9.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Records Bureau policy.

#### **700.9.6 MEDICAL CONSIDERATION**

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

#### **700.9.7 SUPERVISOR RESPONSIBILITY**

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- a. Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- b. Ensure that any injured parties are examined and treated.
- c. When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
  2. The fact that a recorded interview was conducted should be documented in a property or other report.
  3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- d. Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
  - e. Identify any witnesses not already included in related reports.
  - f. Review and approve all related reports.
  - g. Determine if there is any indication that the subject may pursue civil litigation.
    1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
  - h. Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

#### **700.9.7.1 WATCH COMMANDER RESPONSIBILITY**

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

#### **700.9.8 TRAINING**

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

#### **700.9.9 USE OF FORCE ANALYSIS**

**i**. At least annually, the Field Services Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

- a. The identification of any trends in the use of force by members.
- b. Training needs recommendations.
- c. Equipment needs recommendations.
- d. Policy revision recommendations.

### 700.10 Arrest Policy

Fundamental to the mission of any police department is the enforcement of the law through powers of arrest. Accordingly, this Department enforces all statutes of the State of California in a professional and consistent manner. It is the policy of this Department to exercise powers of arrest within accepted practices of professional law enforcement consistent with the rule of law. The Department recognizes the enormous responsibility associated with the powers of arrest

**700.10.1** It is common for a suspect arrested for multiple offenses may include both felony and misdemeanor charges. Filing charges through two courts based on one incident can create a double jeopardy situation which would result in lack of prosecution of a serious charge. Therefore, felony charges through Superior Court will first be exhausted before misdemeanor charges through Municipal Court are filed for the same charge.

#### 700.10.2 Mechanics of Arrest

The following section reflects accepted police procedures and is the policy to be followed by all members of the Department.

##### (a) Handcuffing of suspects

1. All persons arrested shall be handcuffed (from the rear), unless a physical condition or medical problem makes the use of handcuffs impossible or impractical.

Juveniles arrested for misdemeanor offenses should not normally be handcuffed; however there are several factors that may lead the officer to handcuffing a juvenile for their safety, which may include but is not limited to:

- (1) The juvenile has resisted officers
- (2) The juvenile has a history of violence
- (3) The juvenile is under the influence of intoxicants or is exhibiting bizarre behavior
- (4) The juvenile has inflicted self-harm and needs restraint to prevent further attempts

Officers should never assume that prisoners are under control simply because they are handcuffed. Officers are responsible and liable for acts and omissions while a suspect is in their custody. **Handcuffs shall be double-locked and the suspect thoroughly searched at the onset of the arrest and before being placed in a police vehicle.** Body cavity searches will not be conducted under any circumstances. This is not intended to limit an officer's thorough searching of garments worn by a prisoner.

##### (b) Hobble Restraints

The Hobble device should only be used for controlling suspects who give indications of violent resistance or of running. Subjects shall not be left in a face down position while restrained with a Hobble device. Subjects

shall be monitored continuously while restrained with a Hobble device. The Hobble will only be used by authorized personnel who have received Department approved training. Officers shall immediately notify a supervisor when a Hobble device is used and shall document the details of its use in an arrest or crime report.

Officers are authorized to use the department issued “EZ Leg Control Device” or your personal department authorized Hobble Restraint device.

(c) Transportation

Prisoners shall, whenever possible, be transported in police vehicles having prisoner cages. The transporting officer is responsible for thoroughly searching the vehicle before and after the transport to ensure that no contraband or evidence is discarded by the suspect. The vehicle's safety belt shall be used to confine and protect the prisoner during transport. The prisoner shall not be handcuffed to any fixed part of the vehicle.

(d) Processing of arrests

It is the policy of this Department to maintain custody of an arrested person only for the minimum amount of time necessary to process their arrest. Report writing and non-essential booking paperwork will be completed after full processing of the prisoner. Warrant arrests may be turned over to the originating agency by officers in the field or transferred to the holding cell. Watch supervisors have full responsibility to assure that all arrests are processed in the most expeditious manner possible.

(e) Use of Force

In circumstances where a prisoner has been exposed to OC spray, tazed, or injured while affecting the arrest, it is necessary to obtain a medical release from a physician prior to booking the prisoner in jail.

**700.10.3** Whenever an individual is arrested officers are to file an Arrest Report detailing the incident, any use of force, and the arrest.

**700.11 Integrity**

Employees must scrupulously avoid any conduct which might compromise the integrity of the employee, fellow employees, the Department or the University. Any actions which compromise or bring into question the integrity of an employee may be grounds for disciplinary action.

**700.11.1** Only during the performance of their duty will employees willingly associate with or have any dealings with any criminals or other persons engaged in unlawful activity. Nor will any employee operate, own or knowingly frequent places of illegal activity, either on or off duty, except when necessary in the performance of their duty.

**700.11.1** Any required association with criminal or illegal activity will occur only after advance approval has been received from the Chief a Lieutenant or a Captain.

**700.12****Courtesy**

Employees shall at all times be courteous and civil to the public and to one another. They shall be quiet, orderly, attentive, respectful and exercise patience and discretion in the performance of their duties.

**700.13** **Conduct of Uniformed Employees**

When representing or wearing any uniform of the Department, an employee must at all times exhibit conduct that does not bring discredit to the employee, the Department or the University.

**700.12.1** Any employee who is wearing a uniform of the Department is subject to all Department Rules and Regulations, whether on or off duty.

**700.14****Surety Bond**

No police officer shall act as surety on a bond of recognizance for any person arrested, other than the officer or members of the officer's immediate family.

**700.15** **Acceptance of Monies**

Employees shall not accept money as bail or in payment of a fine, except as provided by law or court order.

**700.16** **Acceptance of Rewards/Gratuities**

Generally, Department employees are discouraged from accepting items outside of that which is provided by CSULB or as provided by State statute or Department order, for services performed in the line of duty. When any employee is offered and then chooses to accept a gratuity, he/she must always have an astute understanding of the possible ramifications in accepting the offer, and exercise superior judgment to ensure that receiving any item or discount will not establish an inappropriate expectation on the part of the donor.

**700.17****Shopping on Duty**

Employees on duty and/or in uniform shall not shop or carry quantities of merchandise unless directly connected with their normal work activity, or authorized by special assignment.

**700.18** **Courtroom Demeanor - Testifying**

Employees in court, on matters related to their duty, should avoid any indication of bias, prejudice or anger. They should testify in a clear and distinct manner. Questions should be answered truthfully and without evasion. Personal behavior shall be exemplary while on the stand, and before and after testifying.

**700.18.1** Police officers shall appear in court in uniform or appropriate dress attire. Casual wear, including the bicycle or summer uniforms, is prohibited.

### **700.19 Personal Financial Obligations**

No employee shall use the Department or fellow employees as a go-between in communicating with creditors.

**700.19.1** If any problem arises, the employee shall make the creditor aware that the Department and fellow employees are not to be used in this manner.

**700.19.2** Normal legal recourse shall still be available to the employee and creditor.

**700.19.3** Employees, especially police officers, are cautioned to keep their personal finances in order. An over-extension of credit may cause the employee undue pressure to release confidential information or to avoid an employment obligation in lieu of a credit obligation. Any disruption of Department operations or personal conduct detrimental to State service may result in disciplinary action.

### **700.20 Profiling**

Profiling is the interdiction, detention, arrest, or other nonconsensual treatment of an individual solely because of their actual or perceived: race, national origin, citizenship, religion, ethnicity, age, gender, or sexual orientation.

Traffic stops and interactive patrol are vital law enforcement responsibilities. In addition to deterring motor vehicle violations, they provide law enforcement visibility and deter more serious crime. An Officer may stop a motor vehicle upon reasonable suspicion that the driver or an occupant has committed a motor vehicle violation or other offense. Such stops shall conform to Department policy, practices, and procedures as outlined in this manual.

**700.20.1** Officers are prohibited from stopping, detaining, searching, or arresting anyone because of that person's race, national origin, citizenship, religion, ethnicity, age, gender, or sexual orientation unless they are seeking an individual with one or more of those identified attributes. Additionally, officers are reminded and must be aware that they:

- (a) May consider a person's apparent age when investigating a possible curfew violation.
- (b) Are frequently alerted to look for suspects and repeat offenders that fit a particular description that may include one or more of the characteristics described above.

**700.20.2** Officers shall treat people with courtesy and respect. Officer's are to explain the nature of the violation or reason for the stop when the individual(s) detained request and once the officer has determined conditions are safe to provide the explanation.

- 700.20.3** Officers are to provide Department issued business cards to motorists upon request and once the officer has determined conditions are safe to provide the explanation.
- 700.20.4** Officers shall notify the shift supervisor when a person complains the Officer has engaged in practices prohibited by this directive.
- 700.20.5** Shift Supervisors are to respond promptly to an incident involving the complaint of profiling. After meeting with the officer and the complaining party the supervisor shall work with the complaining party to resolve the issue. Individuals wishing to file a Citizen Complain Form shall be assisted as directed in Policy Section 900.6.
- (a) Shift Supervisors shall report any allegation or complaint of profiling to the Field Services Division Commander.